

CLAY COUNTY, NEBRASKA  
LOCAL EMERGENCY OPERATIONS PLAN

**Dated: November 23, 2004**

This Plan complies with Title VI  
of the Civil Rights Acts of 1964 (P. L. 88-352)  
in that it was developed and actions described  
will be carried out without discrimination against anyone  
due to color, race, national origin, religion, sex, age, or handicap.

This Plan meets the requirements of the  
Superfund Amendment and Reauthorization Act of 1986 (SARA),  
also known as the  
Emergency Planning and Community Right-to-Know Act (EPCRA)

Prepared by the  
Clay County Emergency Management Agency  
with the assistance of the  
Nebraska Emergency Management Agency, Lincoln, Nebraska



## RECORD OF CHANGES

[illegible]



## CLAY COUNTY EMERGENCY OPERATIONS PLAN

### PREFACE

This Clay County Emergency Operations Plan establishes the policies, plans, guidelines and procedures that will allow all our emergency resources to function effectively, as a team, when disaster strikes. In content and in format, the Plan is consistent with the current nationwide concept embodied in the Integrated Emergency Management System (IEMS) in that the Plan provides for performing specific functions across the full spectrum of hazards. Most tasks and capabilities apply across a broad range of hazards. By treating them in that manner we show an integrated approach to disaster management. Unique aspects of certain hazards are addressed separately, where necessary. Therefore, this is truly a multi-hazard functional plan.

The Plan is organized in a manner that enhances this functional approach by incorporating the following components:

1. Basic Plan: serves as an overview of Clay County's approach to emergency management, assigns responsibilities, and defines broad policies, plans, and procedures.
2. Annexes: twelve functional Annexes that address the task areas deemed critical to emergency response and recovery.
3. Appendices: these sections support various Annexes and generally address unique hazard specific requirements or actions.
4. Tabs: where necessary, procedures or guidelines for carrying out specific tasks defined in Annexes or Appendices are contained in Tabs.
5. Attachments: Other supporting information is attached where needed (maps, lists, checklists, etc.).

## RESOLUTION #04-11

WHEREAS, the Board of Supervisors of Clay County, Nebraska, pursuant to Nebraska Statute, is vested with the authority of administering the affairs of Clay County, Nebraska; and

WHEREAS, it has been determined that a Clay County Local Emergency Operations Plan has been developed in order to provide for a coordinated response to a disaster or emergency in Clay County, the City of Clay Center and other cities and villages in Clay County; and

WHEREAS, the Board of Supervisors of Clay County, deems it advisable and in the best interest of Clay County to approve said Local Emergency Operations Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Clay County, Nebraska, that the Clay County Local Emergency Operations Plan be, and hereby is, approved.

PASSED AND APPROVED THIS 23 DAY OF November, 2004.

Board of County Supervisors,

Clay County, Nebraska

ATTEST:

Deborah Kautz

County Clerk

Ray Johnson

John Doss

Mike Panko

Harold Schmidt

Kendall Ham  
Sam C. Aull

RESOLUTION

Council Member \_\_\_\_\_ offers  
the following resolution and moves its adoption, seconded by Council member  
\_\_\_\_\_:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in  
Clay County, the City of Clay Center and other cities and villages in Clay County,  
the Clay Center City Council deems it advisable and in the best interests of the  
community and Clay County to approve the attached Clay County Local  
Emergency Operations Plan.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
Mayor, City of Clay Center

ATTEST:

\_\_\_\_\_  
City Clerk

RESOLUTION

Council Member \_\_\_\_\_ offers  
the following resolution and moves its adoption, seconded by Council member  
\_\_\_\_\_:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in  
Clay County, the City of Edgar and other cities and villages in Clay County, the  
Edgar City Council deems it advisable and in the best interests of the community  
and Clay County to approve the attached Clay County Local Emergency  
Operations Plan.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
Mayor, City of Edgar

ATTEST:

\_\_\_\_\_  
City Clerk



RESOLUTION

Council Member \_\_\_\_\_ offers  
the following resolution and moves its adoption, seconded by Council member  
\_\_\_\_\_:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in  
Clay County, the City of Fairfield and other cities and villages in Clay County, the  
Fairfield City Council deems it advisable and in the best interests of the community  
and Clay County to approve the attached Clay County Local Emergency  
Operations Plan.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
Mayor, City of Fairfield

ATTEST:

\_\_\_\_\_  
City Clerk

R E S O L U T I O N

Council Member \_\_\_\_\_ offers  
the following resolution and moves its adoption, seconded by Council member  
\_\_\_\_\_:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in  
Clay County, the City of Harvard and other cities and villages in Clay County, the  
Harvard City Council deems it advisable and in the best interests of the community  
and Clay County to approve the attached Clay County Local Emergency  
Operations Plan.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
Mayor, City of Harvard

ATTEST:

\_\_\_\_\_  
City Clerk

R E S O L U T I O N

Council Member \_\_\_\_\_ offers  
the following resolution and moves its adoption, seconded by Council member  
\_\_\_\_\_:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in  
Clay County, the City of Sutton and other cities and villages in Clay County, the  
Sutton City Council deems it advisable and in the best interests of the community  
and Clay County to approve the attached Clay County Local Emergency  
Operations Plan.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
Mayor, City of Sutton

ATTEST:

\_\_\_\_\_  
City Clerk

RESOLUTION

Board Member \_\_\_\_\_ offers  
the following resolution and moves its adoption, seconded by Board Member  
\_\_\_\_\_:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in  
Clay County, the Village of Deweese and other cities and villages in Clay County,  
the Deweese Village Board deems it advisable and in the best interests of the  
community and Clay County to approve the attached Clay County Local  
Emergency Operations Plan.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
Board Chair, Village of Deweese

ATTEST:

\_\_\_\_\_  
Village Clerk

RESOLUTION

Board Member \_\_\_\_\_ offers  
the following resolution and moves its adoption, seconded by Board Member  
\_\_\_\_\_:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in  
Clay County, the Village of Glenvil and other cities and villages in Clay County, the  
Glenvil Village Board deems it advisable and in the best interests of the  
community and Clay County to approve the attached Clay County Local  
Emergency Operations Plan.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
Board Chair, Village of Glenvil

ATTEST:

\_\_\_\_\_  
Village Clerk

RESOLUTION

Board Member \_\_\_\_\_ offers  
the following resolution and moves its adoption, seconded by Board Member  
\_\_\_\_\_:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in  
Clay County, the Village of Ong and other cities and villages in Clay County, the  
Ong Village Board deems it advisable and in the best interests of the community  
and Clay County to approve the attached Clay County Local Emergency  
Operations Plan.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
Board Chair, Village of Ong

ATTEST:

\_\_\_\_\_  
Village Clerk

RESOLUTION

Board Member \_\_\_\_\_ offers  
the following resolution and moves its adoption, seconded by Board Member  
\_\_\_\_\_:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in  
Clay County, the Village of Saronville and other cities and villages in Clay County,  
the Sharonville Village Board deems it advisable and in the best interests of the  
community and Clay County to approve the attached Clay County Local  
Emergency Operations Plan.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
Board Chair, Village of Saronville

ATTEST:

\_\_\_\_\_  
Village Clerk

RESOLUTION

Board Member \_\_\_\_\_ offers  
the following resolution and moves its adoption, seconded by Board Member  
\_\_\_\_\_:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in  
Clay County, the Village of Trumbull and other cities and villages in Clay County,  
the Trumbull Village Board deems it advisable and in the best interests of the  
community and Clay County to approve the attached Clay County Local  
Emergency Operations Plan.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
Board Chair, Village of Trumbull

ATTEST:

\_\_\_\_\_  
Village Clerk



**SIGNATURE PAGE**

We, the undersigned, have reviewed the Local Emergency Operations Plan (LEOP) for Clay County. We accept the responsibilities pertaining to our organization as defined in the Plan and will respond as required in the event of an emergency, disaster, or plan implementation.

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Clay County Local Emergency  
Planning Committee (LEPC)

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Date

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Clay County Sheriff

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Date

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Clay Center Police Department

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Date

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Clay Center Fire Chief

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Date

---

Clay Center EMS Captain

---

Date

---

Edgar Fire Chief

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Date

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Fairfield Police Department

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Date

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Fairfield Fire Chief

---

Date

---

Fairfield EMS Captain

---

Date

**SIGNATURE PAGE**  
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Glenvil Fire Chief

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Date

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Harvard Police Department

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Date

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Harvard Fire Chief

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Date

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Harvard EMS Captain

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Date

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Ong Fire Chief

---

Date

---

Ong EMS Captain

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Date

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Sutton Police Department

---

Date

---

Sutton Fire Chief

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Date

---

Sutton EMS Captain

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Date

---

Clay County Assessor

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Date

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Clay County Clerk

**SIGNATURE PAGE**  
**(continued)**

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Clay County Highway Superintendent

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Date

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Regional Public Health Director

---

Date

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American Red Cross  
Mid Rivers Chapter, Hastings

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Date

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Clay County  
Emergency Management Director

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Date

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City of Clay Center  
Emergency Management Director

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Date

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Village of Edgar  
Emergency Management Director

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Date

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City of Fairfield  
Emergency Management Director

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Date

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City of Havard  
Emergency Management Director

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Date

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City of Sutton  
Emergency Management Director

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Date

---

Village of Glenvil  
Emergency Management Director

---

Date

**SIGNATURE PAGE**  
**(continued)**

---

Village of Ong  
Emergency Management Director

---

Date

---

Village of Trumbull  
Emergency Management Director

---

Date

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Ambulance Captain	1		28
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Police Chief	1		31

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## GLOSSARY OF TERMS AND ACRONYMS

Business Band Radio: Any commercial radio communications not otherwise specifically stated.

CEC - Community Emergency Coordinator: The single point of contact under SARA Title III for the community who makes determinations necessary to implement the plan. This is generally the jurisdiction's Fire Chief.

CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (PL 96-510)

CHEMTREC - (1-800-424-9300) Chemical Transportation Emergency Center: Located in Washington, D.C., this facility, sponsored by the chemical industry, provides 24-hour assistance in dealing with chemical transportation emergencies.

Civil Defense Emergency: An emergency declared by the President of the United States or Congress pursuant to applicable federal law finding that an attack upon the United States has occurred or is anticipated and that national safety requires the invocation of the emergency authority provided for by federal law.

County Emergency Board (CEB): A group comprised of representatives from three USDA agencies, Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Cooperative Extension Service (CES).

Decontamination: The reduction or removal of contaminating radioactive, biological or chemical material from a structure, area, object, or person.

DEQ: Nebraska Department of Environmental Quality

Disaster - (Reference 81-829.39[3]): Occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, including, but not limited to fire, flood, earthquake, wind, storm, chemical spill, or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, riot, civil disturbance, or hostile military or para-military action.

DRC - Disaster Recovery Center: A location established in a disaster area which houses all federal, state, and local agencies that deal directly with the needs of the individual survivor. DRCs are established only after a Presidential Declaration. Teleregistration will be available.

EAS - Emergency Alert System: The Emergency Alert System is composed of AM, FM and TV broadcast stations and non-government industry entities operating on a voluntary, organized basis during emergencies at the national, state, or operational levels.

Emergency: Any unplanned event that interrupts the daily function of the jurisdiction and requires an emergency response.

Emergency Worker: A person or persons who are primarily responsible for carrying out emergency functions. Emergency functions include radiological monitoring, firefighting services, law enforcement, medical and health services, rescue activities, area security, communications, evacuation measures, social services, and other related functions assigned by competent authority to protect the health, safety, and property of the general populace. Reference: RRS 81-829.55

EMS - Emergency Medical Services

EMT - Emergency Medical Technician: An individual who has completed the required training and is licensed by the State of Nebraska to perform emergency basic life support functions.

Emergency Protective Actions: Measures taken prior to or after a release of hazardous materials to prevent or minimize exposures to persons in the threatened area. Examples of emergency protective actions as discussed in this plan are area access control, evacuation, in-house shelter, decontamination, and respiratory protection.

EOC - Emergency Operation Center: A facility from which local government officials exercise direction and control in an emergency or disaster.

EOC Staff: Members of the emergency management organization tasked to operate the Emergency Operation Center during disasters.

EPA: Environmental Protection Agency (Federal Agency)

EPI - Emergency Public Information: Information concerning individual actions that will be made available to affected residents, transients, and evacuees in an emergency to ensure their safety and well-being.

Executive Group: Consists of the Chief Executives (Mayor, County Board Chairman, etc.) of the affected jurisdictions and/or their deputies.

Exercise: An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability.

FCO - Federal Coordinating Officer: The person appointed by the Associate Director, Federal Emergency Management Agency, who operates under the Regional Director, FEMA, to coordinate federal assistance in a major disaster.

FEC - Facilities Emergency Coordinator: The single point of contact under SARA Title III for a facility that reports extremely hazardous substances. This person will coordinate all activities of the facility in the event of a spill or release.

Federal Agency Disaster Designation: Certain federal agencies have programs under their own authorities that allow them to provide assistance without a Presidential Declaration.

Federal Response Plan (FRP): The Federal plan developed under Public Law 93-288 (Stafford Act) in order to facilitate the delivery of all types of Federal Response Assistance to States to help them deal with the consequence of significant disasters. Any response provided will supplement state and local response efforts. Requests for Federal assistance will be made by the State after an assessment of state and local ability to respond to the specific disaster.

FEMA - Federal Emergency Management Agency: The federal agency charged with development of an Integrated Emergency Management System and with supporting Emergency Management and Disaster Assistance efforts at all levels of government.

FSA: Farm Service Agency

Governor's Emergency Fund: A fund established by state law that may be expended, upon direction of the Governor, for any State of Emergency to supplement local efforts to maintain and/or promptly restore essential public facilities or services when threatened or damaged as a result of a natural disaster.

Governor's Proclamation - State of Emergency: The Governor has found that a disaster has occurred or that the occurrence or threat thereof is imminent within the state or any part thereof, and he has activated the disaster response and recovery aspects of state, local, and interjurisdictional plans for the purpose of aiding the affected individuals and local governments.

Hazard Analysis: The process of identifying the potential hazards that could affect the jurisdiction and determine the probable impact each of these hazards could have on people and property.

Hazard Area: A specified area directly affected by a disaster, or with high probability of being affected by specific hazards.

Hazard Mitigation: Measures which will eliminate or reduce the potential for damage to an area or facility from the effects of an emergency or disaster.

HazMat - Hazardous Materials: Substances which, if released in an uncontrolled manner (i.e., spilled), can be harmful to people, animals, property, and/or the environment.

ICS/IMS - Incident Command System/Incident Management System: The combination of facilities, equipment, personnel, procedures, and communications necessary to manage resources at the scene of an incident.

ICU: Intensive Care Unit

In-Place Shelter: Protective shelter action directed in the event of a short-term or low-level radioactive or toxic material release where evacuation actions could not be rapid enough to protect the affected population from an approaching hazard. Taking in-place shelter means staying indoors, closing all windows and openings to the outside air, and turning off all air conditioners or fans vented to the outside.

Ingestion Exposure Pathway EPZ (Nuclear Power Plants Incidents): An Emergency Planning Zone which refers to exposure primarily from ingestion of water or foods such as milk and fresh vegetables that have been contaminated with radiation. The duration of primary exposure could range from hours to months.

Key Personnel: Those officials of local government and other agencies and organizations who have primary functional responsibilities under this plan.

Local Emergency Operations Plan (LEOP) A county wide, all-hazards plan, required by Nebraska R. R. S. Section 81-829.31, 81-829.36 to 81-829.75, 1996, that establishes the policies, responsibilities, plans, guidelines and procedures for all elected and appointed officials, Emergency Managers, and First Responders to function effectively during an emergency or disaster.

Local Emergency Planning Committee (LEPC): A local committee appointed by the State Emergency Response Commission (SERC) responsible for emergency planning and community right to know under SARA Title III.

MCI - Mass Casualty Incident: An incident, emergency, or disaster which generates sufficient casualties where:

- A. The number of patients and the nature of their injuries make the normal level of stabilization and care unachievable, or
- B. The number of Emergency Medical Technicians and ambulances that can be brought to the field within the time allowed is not enough, or
- C. The stabilization capabilities of the hospital are insufficient to handle all the patients.

(MRC/JIC)Media Release Center/Joint Information Center: Locally designated location for release of information to the general media for dissemination to the public.

MSDS: Material Safety Data Sheet

Mutual-Aid Agreements: Arrangements between organizations, either public or private, for reciprocal aid and assistance in case of emergency or disaster too great to be dealt with unassisted or when local resources are inadequate or exhausted.

NAWAS - National Warning System: A system of special telephone lines linking Nebraska with federal authorities in other states. A sub-network portion of the system, the State NAWAS



Circuit, ties together state and local warning points as well as the National Weather Service, Nebraska State Patrol Stations, and nuclear power plants.

NCP - National Contingency Plan: Prepared by EPA to put into effect the response powers and responsibilities created by CERCLA.

NRT: National Response Team. (Consists of representatives of government agencies as the principal organization for implementing the NCP.)

Nuclear Incident: An occurrence in which nuclear materials with consequent nuclear radiation are uncontrollably released from containment. Synonymous with the terms "radiation spill" and "nuclear accident".

OSC - On Scene Coordinator: Federal official who directs Federal response under NCP.

OSHA: Occupational Safety and Health Administration (Federal Agency).

PDA Preliminary Damage Assessment

Presidential Emergency Declaration: Under PL 93-288, as amended by PL 100-707 this is issued when the President has decided that a catastrophe, in any part of the United States, requires federal emergency assistance to supplement state and local efforts to save lives and protect property, public health, and safety, or to avert or lessen the threat of a natural disaster which because of the pressure of time or because of the unique capabilities of a federal agency, assistance can be more readily provided by the federal government.

Presidential Major Disaster Declaration: Is issued when in the determination of the President, a catastrophe causes damage of sufficient severity and magnitude to warrant federal assistance under PL 93-288, as amended by PL 100-707, or subsequent legislation, above and beyond emergency services provided by the federal government to supplement the efforts and available resources of states, local governments, and other relief organizations in alleviating the damage, loss, hardship, or suffering as a result of the catastrophe.

Protective Shelter: Any shelter with the capability to protect individuals, animals, or equipment from the effects of hazards such as tornadoes, blast, fire, initial radiation, and fallout.

Radiological Emergency: A radiological incident/accident that requires immediate action to save lives, to protect public health, to preserve property, or to reduce or avoid an increase in the threat resulting from the incident/accident.

Radiological Monitoring: The use of detection equipment to determine the levels of radiation or the presence and concentration of radioactive contamination to include the planning and data collection necessary to the task.

Radiological Protection: The organized effort, through warning, detection, and preventive or remedial measures, to minimize the effect of nuclear radiation on people and resources.

REM - Radiation Equivalent in Man: A measure of the overall effectiveness of a radiation dose at causing a risk of cancer.

RRT - Regional Response Team: representatives of Federal agencies and a representative from each state in the Federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations.

Rumor Control: A location where information requests from the public can be handled. Special Disaster Information telephone numbers may be published.

SARA: Superfund Amendments and Reauthorization Act of 1986. Contains Title III provisions for Hazardous Materials Emergency Planning and Community Right-to-Know.

SERC - State Emergency Response Commission: A commission, appointed by the governor to oversee LEPCs.

SERT - State Emergency Response Teams Specially trained Hazmat team, technician level.

State Coordinating Officer (SCO): The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applications for public assistance.

State Radiation Team/Radiological Monitoring Team: Response team dispatched to the site of a radiological incident/accident by the Nebraska Health and Human Services System. This team(s) may be augmented by emergency management radiological monitoring resources, including aerial monitoring. At the scene, all radiation control activities are coordinated by the Health and Human Services System that also furnishes technical guidance and other services to local governments.

Superfund: The trust fund established under CERCLA to provide money the OSC can use during a cleanup.

Title III: The "Emergency Planning and Community Right-to-Know" portion of SARA. Specifies requirements for minimum plan content, for fixed facility owners to inform officials about extremely hazardous substances present at the facilities and for making information about extremely hazardous substances available to citizens.

Traffic Control Points: Places along evacuation routes that are either manned by law enforcement personnel or volunteers, or marked with barricades to direct and control movement to and from the area being evacuated.

Triage: A system of assigning priorities of medical treatment to the injured and/or ill on the basis of urgency, chance of survival, etc.

USDA: United States Department of Agriculture

## BASIC EMERGENCY OPERATIONS PLAN

I. PURPOSE

This Plan predetermines, to the extent possible, actions to be taken by responsible elements of the governments of Clay County and its cities and villages, and by cooperating private organizations to:

- A. Prevent avoidable disasters,
- B. Reduce the vulnerability of Clay County residents to any disasters that may strike,
- C. Establish capabilities for protecting citizens from the effects of disasters,
- D. Respond effectively to the actual occurrence of disasters,
- E. Provide for the recovery in the aftermath of any emergency involving extensive damage or other detrimental effect on normal life within the community.

II. AUTHORITY

Authority for this Plan is contained in:

- A. Public Law 81-920 (Federal Emergency Management Act of 1950) as amended;
- B. Public Law 93-288 (Disaster Relief Act of 1974) as amended by PL 100-707,
- C. Public Law 99-499 (Superfund Amendments and Reauthorization Act of 1986) as amended;
- D. 44 CFR, Part 302, Emergency Management: State and Local Emergency Management Assistance (EMA), June 1985, as amended;
- E. RRS Sections 81-829.36 to 81-829.74 Nebraska Emergency Management Act of 1996, as amended,
- F. Clay County Resolution dated 1996, establishing the Clay County Emergency Management Agency.
- G. **Village of Deweese Resolution establishing the \_\_\_\_\_ Emergency Management Agency, dated \_\_\_\_\_;**
- H. **Village of Glenvil Resolution establishing the \_\_\_\_\_ Emergency Management Agency, dated \_\_\_\_\_;**

- I. **Village of Ong Resolution establishing the \_\_\_\_\_ Emergency Management Agency, dated \_\_\_\_\_;**
- J. **Village of Trumbull Resolution establishing the \_\_\_\_\_ Emergency Management Agency, dated \_\_\_\_\_;**
- K. **City of Clay Center Resolution establishing the \_\_\_\_\_ Emergency Management Agency, dated \_\_\_\_\_;**
- L. **City of Edgar Resolution establishing the \_\_\_\_\_ Emergency Management Agency, dated \_\_\_\_\_;**
- M. **City of Fairfield Resolution establishing the \_\_\_\_\_ Emergency Management Agency, dated \_\_\_\_\_;**
- N. **City of Harvard Resolution establishing the \_\_\_\_\_ Emergency Management Agency, dated \_\_\_\_\_;**
- O. **City of Sutton Resolution establishing the \_\_\_\_\_ Emergency Management Agency, dated \_\_\_\_\_;**
- P. **Clay County Resolution, dated November 23, 2004 establishing the 2004 Clay County Local Emergency Operations Plan (LEOP).**

### III. SITUATION

- A. Clay County, with a residential population of approximately 7,039 persons, (2000 Census) is vulnerable to many hazards, all of which have the potential to disrupt the community, create damage, and cause injury or death to its citizens. The Clay County Emergency Management Agency has identified hazards which could have an effect on the population or public and private property. The most severe of these hazards are flooding tornadoes, hazardous materials incidents and pipelines.
- B. Clay County and its various incorporated jurisdictions have significant emergency response resources and capabilities. 5 law enforcement agencies, 8 fire departments, 7 rescue squads that provide emergency services on a day-to-day basis. During and after disaster, effective use of these emergency resources and other governmental and private response and recovery capabilities will minimize the effects of disaster on people and property.

### IV. ASSUMPTIONS AND PLANNING FACTORS

- A. Outside assistance would be available in most major disaster situations affecting Clay County. However, even though this Plan will define procedures for

coordinating such assistance, it is essential for Clay County to be prepared to carry out disaster response and short-term recovery actions on an independent basis.

- B. It is possible for a major disaster to occur at any time, and at any place, in the county. In some cases, dissemination of warning and increased preparedness measures may be possible. However, many disaster events can, and will, occur with little or no warning.
- C. Proper implementation of this Plan will reduce or prevent the loss of life and damage to property. Officials within Clay County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this Plan and will fulfill those responsibilities as needed.

## V. ORGANIZATION/RESPONSIBILITIES

- A. The primary responsibility for the safety and welfare of the residents of Clay County and its communities rests with the respective governments. To fulfill this responsibility, the chief elected officials of the various local governments must individually, and where possible, jointly implement plans to ensure proper emergency actions are taken in a timely manner and provide care and support for those citizens affected.

- B. Local Government Structure

A seven (7) member Board of Supervisors manages the governmental activities of Clay County. Their authority extends to all unincorporated areas of the county.

- 2. Clay Center, Edgar, Fairfield, Harvard, and Sutton are second class cities that use the Mayor/Council form of government. The Councils have a Council President and three (3) Council Members, except Harvard which has six (6) members.
  - 3. Deweese, Glenvil, Ong, Saronville and Trumbull are villages under the direction of Village Boards with a Board Chairperson and four (4) Board Members.

- C. Emergency Management

- 1. Clay Emergency Management Agency: the Clay County Emergency Management Director, appointed by the Clay County Board of Supervisors will act as a disaster operations advisor to the Board. In that capacity, and as directed by the County Board, the Emergency Management Director will assist and support other cities and villages in the county in emergency response activities within those communities. Local forces, supplemented as

necessary by trained auxiliaries and manpower and resources available from neighboring jurisdictions or the State, will conduct emergency operations. In general, the Emergency Management Director:

- a. Serves as the emergency preparedness and response advisor to the Clay County Board of Supervisors and the Mayors and the City Councils.
  - b. Directs and controls the Clay County Emergency Management Agency. In that capacity, supports disaster preparedness and response activities in all other jurisdictions in the county.
  - c. Develops plans, prepares guidance, and coordinates actions to accomplish an effective emergency operating capability.
  - d. Promulgates a program promoting a general public awareness of Emergency Management.
  - e. Implements procedures to obtain state/federal government programs of financial and resource assistance.
  - f. Establishes programs to protect lives, protect property, and sustain survivors in the event of disaster.
3. City and Village Emergency Management: Currently, Clay Center, Deweese, Edgar, Fairfield, Glenvil, Harvard, Ong, Sutton and Trumbull have appointed Emergency Management Directors who serve and advise executives on emergency management matters. This function, in relation to their communities, will be the same as listed above for the Clay County Emergency Management Director.

#### D. State Agencies

This Plan primarily addresses local authority in emergency situations. There are also times when state agencies may be requested, or are required, to be involved. References throughout this Plan to state agency utilization are not meant to be an exhaustive list of when the state should be involved. State statutes mandate certain state agencies to play an active role in emergency response or support and those agencies will be expected to perform their duties when necessary.

#### E. Responsibilities

Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining procedures for meeting its emergency responsibilities. This Plan has twelve primary functional areas of responsibility (detailed in Annexes) that define the tasks that must be accomplished to ensure public safety and welfare.

Additional functions, such as Mitigation, Continuity of Government, Reporting, and Administration and Logistics, which do not warrant a full Annex, are also addressed at the appropriate place in this Plan. Primary and supporting responsibility has been assigned as shown in the Functional Responsibility Chart, included in this section. See Attachment 1. Specific activities are covered in the Annexes. Responsibilities for certain organizations that are not part of local government are also presented. In general, the functional areas cover:

1. Direction and Control (Annex A): By statute, the conduct of all emergency operations and protective actions in Clay County is the responsibility of the County Board; and, in their respective political subdivisions, the responsibility of the Mayor and City Councils of Clay Center, Edgar, Fairfield, Harvard, , and Sutton, and the Village Boards of Deweese, Glenvil, Ong, Saronville and Trumbull. These executives constitute the Emergency Executive Group. During an emergency, they will re-locate to the Emergency Operations Center (EOC) in their fire halls if possible or if not, the location deemed best suited for the event, along with the Emergency Operations Staff. The Emergency Executive Group will use the expertise of the EOC staff to assist them in the Direction and Control functions. In general, executive direction and control responsibilities will be to assign missions and tasks, direct planning, monitor the Clay County environment, inform the public and control emergency operations.
2. Communications and Warning (Annex B): primary responsibility for establishing, maintaining, augmenting, and providing backup for all channels of communications needed for emergency response and recovery rests with the respective emergency service organization. The Communications and Warning Officer is responsible for coordinating EOC communications and maintaining this Annex of the LEOP. Warning could be received through the Clay County 911 Center and then 39.9 Nebraska Law Enforcement Radio Net. In the remainder of the county, warning of the public is a primary responsibility of the Clay County Sheriff.
3. Damage Assessment (Annex C): the Clay County Emergency Manager and the local fire departments will serve as Damage Assessment Coordinator and will be responsible for ensuring that personnel and procedures are available to provide preliminary estimates and descriptions of the extent of damage resulting from large scale disasters. (Initial checks will be on the life and health of the individuals and then the safety of the individuals in the affected area. A search or at least the entering of every affected premise and direct verbal contact with the people involved is encouraged.) Additional responsibility includes provisions for completing the process of requesting a State disaster proclamation through emergency management channels. The Damage Assessment Coordinator is a member of the EOC Staff.
4. Emergency Public Information (Annex D): the Public Information Officer is responsible for keeping the public advised as to the emergency situation.

The PIO plays an important role through coordination with the news media in advising the public of proper actions to take. The establishment of rumor control procedures and Disaster Recovery Centers are also important functions as is the on-going requirement for emergency preparedness education efforts. All public information activity will be coordinated through the Emergency Operating Center where the Public Information Officer will function as a member of the EOC Staff.

5. Evacuation (Annex E): the goal of this function is to relocate people to safe areas when emergencies or threats necessitate such action. The decision to evacuate would normally be made by the Executive Group on the advice of the Emergency Management Director but may, due to the severe nature of a situation, be made by the incident commander (fire or law enforcement). The Clay Emergency Management Director, along with any other city and village Emergency Management Directors, is responsible for establishing clear and detailed procedures for carrying out complete and partial evacuation of citizens.
6. Fire Services (Annex F): all Fire District Chiefs are responsible for fire control, rescue activities and any other emergency activities needing manpower to resolve in their respective fire districts. The Fire Chief of the affected jurisdiction serves as Fire Services Coordinator and as a member of the EOC staff. If more than one jurisdiction is affected, all affected jurisdictions may provide a Fire Services Representative to the EOC. General responsibilities are to limit loss of life and property from fires and other damage, provide leadership and training in fire prevention and suppression, respond to HazMat incidents, lead search and rescue, assist in mobile medical aid and ambulance transport, and provide light rescue of trapped or injured persons.
7. Health and Medical (Annex G): emergency medical responsibilities and coordinating rescue operations include providing emergency medical care and treatment for the ill and injured, coordinating evacuation of health care patients, and managing medical resources, both personnel and equipment/supplies. This may be assigned to a Medical Coordinator. Public health responsibility has been assigned to the Clay County Health Department Director and the Director of the South Heartland District Health Department. These responsibilities include the safeguarding of public health, minimizing the incidence of communicable disease, coordinating mental health care/crisis counseling, establishing environmental controls, and coordinating burial.
8. Law Enforcement (Annex H): the Clay County Sheriff, the police of incorporated communities, and the Nebraska State Patrol are responsible for law enforcement, traffic control and security functions within their respective jurisdictions. Their responsibilities include maintaining law and order through traffic and crowd control, preventing crimes against people and property,



securing the scene of a HazMat incident, coordinating evacuation, managing search operations, and providing security.

9. Mass Care (Annex I): the American Red Cross in cooperation with Clay County Emergency Management has the responsibility for coordinating mass care of citizens of Clay County in case of an evacuation or disaster within the county. Reception and care responsibilities include providing temporary lodging, food, clothing, and other essentials to large numbers of evacuees displaced due to disasters or crisis.
  10. Protective Shelter (Annex J): this function involves providing citizens of Clay County with protective shelter from the direct effects of those hazards where exposure could cause injury or death and evacuation is not a viable option. Examples range from tornadoes to hazardous materials spills to radioactive fallout as a result of nuclear attack. The Clay County Emergency Management Director, with the assistance of City and Village Directors, will serve as Shelter Coordinator and be responsible for identifying appropriate shelters, establishing protective shelter procedures and coordinating shelter operations.
  11. Public Works/Utilities (Annex K): the Public Works/Utilities functional area involves providing a flexible emergency response capability in the area of engineering, construction, and the repair and restoration of public facilities and services. Additional responsibilities include developing and directing debris clearance operations, post-disaster safety inspections, heavy rescue, and for providing traffic control equipment in support of an evacuation. Responsibility for the Public Works/Utilities area has been assigned to the local public works personnel and the Clay County Roads Department working through the Unified Command System.
  12. Resource Management (Annex L): the coordination and effective utilization of personnel, equipment, supplies, facilities, and services during disaster response and recovery is an important function. Responsibility for this area has been assigned to the Clay County Emergency Management Director and the USDA County Emergency Board (CEB).
- F. Under the Hastings Area Mutual Aid Agreement and the South Central Mutual Aid Agreement, Clay County has a mutual aid support responsibility to assist, as possible, the counties in these mutual aid districts should they experience a major emergency or disaster.

## VI. CONCEPT OF OPERATIONS

### A. General

It is the responsibility of the governments of Clay County and its communities to protect life and property from the effects of hazardous events. This Plan is based on the concept that emergency functions for various agencies/organizations involved in emergency management will generally parallel their normal functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency tasks assigned. In keeping with the national concept embodied in the Unified Integrated Emergency Management System (UIEMS), this Plan is concerned with all types of emergency situations.

### B. Continuity of Government

1. Succession of Command (Ref: RRS 84-1101 to 84-1117 - Nebraska Emergency Succession Act):
  - a. The lines of succession for executive heads of government and Emergency Management officials in Clay County are defined in Annex A, Direction and Control.
  - b. The line of succession of each department head is according to the operating procedures established by each department or as defined in the appropriate Annex to this Plan.
  - c. In a civil defense emergency due to threat or occurrence of a nuclear attack, succession to elected and appointed city or county officials will be as provided in the Nebraska General Emergency Succession Act (RRS 84-1101 to 84-1117) by invoking the Act and appointing alternates.
2. Preservation of Records: the preservation of important records and the taking of measures to ensure continued operation and reconstitution, if necessary, of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Normally, the development and maintenance of procedures for ensuring continuity of government will be carried out for Clay County by the County Clerk, for Sutton by the City Administrator, and for other local jurisdictions by the respective city and village clerks. Records to be preserved will include as a minimum:
  - a. Records required protecting the rights and interests of individuals (vital statistics, land and tax, papers of incorporation, etc.)

- b. Records required by health, fire, law enforcement and public works to conduct emergency operations (utility maps, emergency plans and procedures, personnel lists, etc.)
  - c. Records required to reestablish normal government functions and to protect the rights and interests of government (constitutions, charters, statutes and ordinances, court records, financial records, etc.).
- 3. Alternate Operating Locations: those government departments having emergency response functions have, where necessary, identified alternate operating locations. Refer to Annex A for specific information.
- 4. Protection of Government Resources: procedures and guidelines have been established in this Plan, and separately, to provide for the physical safety of government personnel, records, and equipment.
  - a. Personnel: all government buildings have tornado and fire plans which designate appropriate actions and protective shelter locations including provisions for handicapped persons.
  - b. Records: essential county government records are electronically sent to Lincoln. City/Village records have been microfilmed and are stored in their various communities.
  - c. Equipment: no specific high probability hazard has been identified that could cause damage to equipment. Tornadoes could strike anywhere precluding specific equipment protection procedures. The communications capability of various emergency response departments has been duplicated in the various radio systems in the county and in the hazardous material trailer to provide a backup capability.

C. Direction and Control Relationships

- 1. During disaster operations, the Executive Group of the affected jurisdiction will establish coordination and control of the community emergency response. The Chair of the Clay County Board will operate from the command center to provide overall direction and control of the many emergency functions. The chief executive of other communities will function from their local Emergency Operating Centers.
- 2. Each office, agency or organization assigned primary or supporting responsibilities under this emergency plan must be prepared to assign a representative to the EOC staff. The EOC, working with field operations, thus becomes the central point for coordination of all disaster operations. The Clay County Emergency Management Director is responsible for maintaining and managing the EOC as outlined in Annex A.

3. Primary communications will be through normal systems. Supporting emergency communications facilities will be controlled from the mobile command post or the Clay County 911 Communications Center. Communications available to Unified Command Group and the EOC Staff are outlined in Annex B.

#### D. Phases of Emergency Management

There are four phases of emergency management. The first of these, mitigation, is a continuing effort throughout the management process. The other three phases are action periods where emergency operations defined under this Plan are carried out. Each of the functional Annexes to this Plan defines specific actions essential to each of the three operational phases. These Annexes should be thoroughly reviewed and understood by all agencies, organizations, and emergency personnel prior to implementation of the Plan. The four emergency management phases are:

1. Mitigation: mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are long-term activities designed to minimize the potentially adverse effects of unavoidable hazards. These activities are ongoing throughout the emergency management process and can involve legislative and/or physical actions. Examples are flood plain management, construction of dikes or dams, development of building codes and ordinances requiring protective measures such as mobile home tiedowns. Most mitigation tasks or responsibilities are not considered appropriate for an Emergency Operations Plan and therefore are addressed only briefly in this Plan. Some mitigation activities, however, will be addressed, if appropriate, in the various Annexes.
2. Preparedness Phase: this includes normal day-to-day readiness activities such as planning, training, and developing and testing emergency response capabilities. It would include increased readiness activities under an attack threat. Tornado, winter storm, and flood watch actions carried out when conditions are present for hazardous events to occur are also considered part of the preparedness phase. Limited staffing of the EOC may be required.
3. Response Phase: response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and to speed recovery. Response activities include activation of the EOC, direction and control, warning, evacuation, rescue, and other similar operations. Severe weather warnings (tornado, flash flood, winter storm, etc.) would be included in the response phase. Damage assessment actions would be initiated.
4. Recovery Phase: recovery is both a short-term and a long-term process. Short-term operations provide vital services to the community and provide for

basic needs of the public. Damage assessment actions and emergency response services (medical, search and rescue, public utility restoration, sanitation, etc.) would continue. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of long-term recovery actions are provision of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

#### E. Notification

Initial notification of an emergency or disaster event occurring within Clay County would normally come via citizen report to the 911 Center or law enforcement or fire services in the affected area. A hazardous materials incident notification will come from a facility with Title III reporting requirements, or from the carrier, in the event of a transportation incident. Notification of events occurring outside of Clay County which could affect the county could come from several sources:

1. National Weather Service (NWS): weather phenomena threatening Clay County would normally be received from the Hastings National Weather Service Station via NAWAS or 39.9 MHz radio, followed by Weather Alert Radio.
2. Nebraska State Patrol (NSP): notification of hazardous events occurring near or in Clay County could come from the Nebraska State Patrol via direct radio communications or telephone. See Annex B for communications details.
3. Nebraska Emergency Management Agency (NEMA): back-up notification of all severe events and long-range forecasts of potential disaster situations, such as flood stage predictions could come from the Nebraska Emergency Management Agency in Lincoln. The normal mode would be by telephone although NAWAS to the Clay County 911 Center with subsequent notice to Clay County via 39.9 MHz Nebraska Law Net could be used.
4. Adjacent Counties: notification of emergency or disaster events occurring in nearby or adjacent counties would normally be relayed by the affected county using direct radio communications or the telephone.

#### F. Alerting of Key People

On notification of a possible or actual emergency or disaster event, the communicator on duty will take action to notify appropriate city and county officials in accordance with their procedures. If the EOC is activated, officials will, as required by the situation, assemble at the EOC and be prepared to evaluate information, effect coordination, and make emergency action decisions.

### G. Plan Implementation

The Chief Elected Official of the affected jurisdiction, on the advice of emergency response personnel, will decide to implement all or part of this plan. A Presidential Declaration of a Civil Defense Emergency shall mean automatic implementation of this Plan. On implementation, local executives will assume such emergency powers as are authorized by local ordinances or contained in the Nebraska Emergency Management Statutes and delegated by the Governor. The Chair of the County Board of Supervisors and/or the Mayors/Chair of the Village Boards of the affected communities will take charge of all operations directed by this Plan.

1. All county and city officials will immediately activate their portions of the Plan and discontinue all non-essential actions. If a portion of the Plan cannot be activated, the appropriate Chief Executive will be immediately notified so alternate arrangements can be made.
2. The Clay County Emergency Management Director will coordinate disaster operations support for emergency response services and make contact with the Nebraska Emergency Management Agency and other appropriate state and local organizations.
3. Depending on the situation, disaster declarations in accordance with RRS 81-829.50 will be made by the chief executives of Clay County and the affected communities. The effect of a local disaster declaration shall activate the response and recovery aspects of this Plan, any other interjurisdictional disaster plans and to authorize the furnishing of aid and assistance from these plans. A local disaster declaration is a prerequisite for obtaining a state disaster proclamation from the Governor authorizing state assistance and response support.

### H. Mutual Aid

When existing local resources are exceeded, mutual aid will be requested from neighboring communities having mutual aid agreements. On request, Clay County resources may be sent to assist other jurisdictions under existing mutual aid agreements.

### I. Requests for State Support

State support may be requested under disaster conditions.

1. If it appears that required disaster response actions are, or will be, beyond the capability of the local government and available mutual aid, the chief executive will prepare a local disaster declaration and request assistance from the State. See Annex A, Attachment 4. This request shall be made through the Clay County Emergency Management Director to the Nebraska Emergency Management Agency and will contain the following information:

- a. Type of disaster,
  - b. Extent of damage or loss (include fiscal estimate),
  - c. Actions taken by local government, including funds expended,
  - d. Type and extent of assistance required.
2. The Nebraska Emergency Management Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor. If the Governor finds the disaster so severe that response is beyond local resources, he/she will proclaim a disaster in accordance with RRS 81-829.40 and state assets will be employed to support local efforts. State support will be coordinated through the State EOC. This does not preclude direct requests for early assistance to first responder state agencies such as the Nebraska State Patrol and the State Fire Marshal.
  3. Under disaster conditions, support by state military forces may be requested through the Nebraska Emergency Management Agency at the State EOC. The Clay County Emergency Manager will coordinate such requests. National Guard or military assistance will complement and not be a substitute for local participation in emergency operations. The National Guard will remain at all times under military command but will support and assist local government. Requests will include the county's objectives, priorities, and other information necessary for the National Guard to determine how best to assist the county.

J. Protection of the Public

One of the primary responsibilities of government is to ensure that all possible measures are taken to protect its citizens in the event of potential or actual disaster. This Plan outlines these actions necessary in Clay County. In addition to normal emergency services, there are four major areas for government action.

1. Warning and Emergency Public Information: warning of the public is accomplished through a combination of methods depending on the specific situation. These methods include sirens (outdoor warning), National Weather Service activated All Hazard radios, emergency vehicles, radio, television, and the cable television system. Advising the public of proper actions to take utilizes the media and is dependent on their full cooperation. Details of warning and information dissemination capabilities and procedures (including EAS) are in Annex B, Communications and Warning and in Annex D, Emergency Public Information.
2. Protective Shelter: the providing of shelter from the direct effects of hazards in Clay County focuses on two major hazards, tornadoes and hazardous materials.

- a. **Tornado Shelters:** an ongoing program of advising the public of proper sheltering actions is carried out by the various Emergency Management organizations. The protective shelter policy for tornadoes is for citizens to use the best place in their homes or the facility where they are located at the time of warning. Most public facilities have been surveyed to identify best protective locations. All schools, health care facilities, and major industries have tornado plans. See Annex J.
  - b. **Indoor Protection:** for some hazardous materials incidents, rather than evacuate, it is safer to keep citizens inside with doors and windows closed. Frequently a chemical plume will quickly move past homes. Because air circulation systems can easily transport airborne toxic substances, instructions will be given to shut off all circulation systems both in private and institutional settings.
3. **Evacuation:** when time permits or when staying in the vicinity of a hazard effect poses a threat to the life and safety of the citizens affected, an evacuation may be ordered. Approximately 35% percent of the population of Clay County resides within the boundaries of the 100-year flood plain. Toxic clouds resulting from a fire or hazardous material spill could affect any area within the county. Evacuation decisions will be made by the Incident Commander or, if time permits, the Chief Elected Official, based on the recommendation of the Emergency Management Director. Evacuation procedures are outlined in Annex E, and in Annex H. Reception and care of evacuees are detailed in Annex I.

K. **Recovery Actions**

Once the emergency or disaster is under control, search and rescue operations completed, and the immediate needs of the affected citizens have been met, the Executive Group will initiate all recovery actions necessary to return the affected area to normal. If disaster assistance is provided, the chief executive will coordinate with the State and/or Federal coordinating officers. Recovery responsibilities of each agency and organization are clearly defined in the various Annexes. Primary recovery efforts will focus on the following areas:

1. **Debris Removal (Annex K):** plans and procedures for the removal of debris are contained in Annex K. Debris removal will be coordinated in the county and in the cities and villages by the Unified Command Group. Snow emergencies will be declared by the chief executive and enforced by the Clay County Sheriff and local law enforcement. Snow removal will follow the existing procedures of the County Highway Department and city/village Public Works Departments.
2. **Habitability Inspections (Annex K):** subsequent to tornado strikes, high winds, floods or any other disaster effect which could cause structural



damage, the appropriate local government will ensure that all affected structures, public and private, are inspected for safety. Unified Command instructed personnel will perform these inspections. Assistance may be requested from the State Fire Marshal's office or the Disaster Assistance Task Force of Nebraska (DATNE) team(s).

3. Repair and Restoration of Essential Utilities (Annex K): the recovery of utilities to normal service will be coordinated in the county and in the cities and villages by the Unified Command Group in cooperation with the various public and private utility companies.
4. Repair and Restoration of Public Facilities (Annex K): repair and reconstruction of public facilities, including bridges and culverts, will be the responsibility of local government and will generally be funded from locally available contingency funds. If the Governor proclaims a state disaster, some costs will be reimbursable under the Governor's Emergency Fund on a matching basis. If a Presidential Disaster Declaration is obtained, matching federal assistance will be available. Because of this, all public recovery actions will comply with pertinent state and federal laws and regulations.
5. Decontamination of HazMat Spill Site (Annex F): it is the spiller's legal and financial responsibility to clean up and minimize the risk to the health of the general public and workers involved. The Department of Environmental Quality in cooperation with Clay County LEPC and Clay County Emergency Management is responsible for making decisions regarding Hazardous Waste disposal. Federal law regulates on-site disposal, transportation, and off-site disposal.
6. Assistance to Individuals and Businesses (Annex G): while their recovery from unexpected disaster is primarily the responsibility of the affected citizens and businesses, every effort will be made to assist them, particularly those whose needs cannot be met through insurance or their own resources. The American Red Cross and the State Department of Health and Human Services will coordinate such relief efforts. Emphasis will be placed on assisting and supporting the aged, handicapped and infirm.

#### L. Mitigation

1. The County Board and the various City Councils and Village Boards should be aware of their responsibilities for maintaining an on-going program to eliminate hazards or minimize their effects. Clay County and its communities in flood hazard areas are working on complying with all requirements and will be participants in the Regular Federal Flood Plain Management Program. These jurisdictions will qualify for Federal Flood Insurance and other forms of flood related disaster assistance. The remaining jurisdictions in Clay County are not considered to be in a flood hazard area.

2. To ensure continuity of mitigation efforts, Clay County executives will hold post-disaster discussions to determine what mitigation actions would be appropriate.

## VII. ADMINISTRATION AND LOGISTICS

### A. Procedures

Some administrative procedures may be suspended, relaxed, or made optional under threat of disaster. Such action should be carefully considered, and the consequences should be projected realistically. Procedures to achieve this goal will be detailed in this Plan, and any necessary departures from business-as-usual methods will be noted.

### B. Documentation

All disaster related expenditures will be documented using generally accepted accounting procedures. The documentation will be used following a Governor's Proclamation or Presidential Disaster Declaration to qualify for reimbursement of eligible expenditures and to ensure compliance with applicable regulations.

### C. Resources

Following initial lifesaving activities, the Chair of the County Board of Supervisors and the Chief Executives of the cities and villages will ensure that all necessary supplies and resources are procured for the various operating departments. After a Disaster Declaration has been issued, the Chief Executive may, without prior approval of the governing body, rent, lease, procure or contract for such resources or services as are essential for maintaining the safety and well being of the population and effecting immediate restoration of vital services. Refer to Annex L for resource management procedures.

## VIII. TRAINING AND EXERCISING

### A. Training

Specialized training requirements are defined in the functional Annexes. Each department, agency or organization with responsibilities under this Plan is also responsible for ensuring that its personnel are adequately trained and capable of carrying out their required tasks. The Clay County Emergency Management Director will assess training needs, ensure that formal emergency management training programs are made available to city and county executives and personnel, and, in general, coordinate the overall training program.

## B. Exercises

An ongoing program of exercises and drills of elements of this Plan are essential to the maintenance of the County's emergency response capability and for ensuring the adequacy of this County Plan. It is the Clay County Emergency Management Director responsibility for training an Exercise Design Team which will coordinate the overall exercise program. An exercise of the direction and control aspects of this Plan should be conducted on an annual basis. All exercises and drills will be critiqued and any follow-up activities conducted on a timely basis.

# IX. PLAN DEVELOPMENT AND MAINTENANCE

## A. Responsibility

This Plan is the principal source of documentation of Clay County's emergency management activities. Almost every agency of government has responsibility for developing and maintaining some part of this Plan. Overall, the Clay County Emergency Management Director will coordinate this process. The planning process is dynamic and always changing and as situations change, new hazards are identified, or capabilities improve, the Plan should also change. The Chief Executives will approve all major changes involving emergency management. The Clay County Emergency Management Director may approve routine changes such as corrections, staffing rosters, maps, annotations, and reporting requirements.

## B. Procedures

Each agency, department or organization with responsibilities under this Plan will develop and maintain written procedures for carrying out their assigned tasks. Those local, jurisdictional standard operating procedures (SOPs) will be considered as supplements to this Plan.

## C. Review

This Plan and all Annexes and procedures will be updated as the need for a change becomes apparent. Additionally, all portions of the Plan, including operating procedures will be thoroughly reviewed annually and appropriate changes made. The Clay County Emergency Management Director will ensure that this review process is carried out on a timely basis.

## D. Recertification

Provisions will be made for periodic recertification of this Plan by the governing body of Clay County. This would normally occur after any significant change in

elected officials. The Emergency Management Director will ensure that this is accomplished.

E. Distribution

The Clay County Emergency Management Director will ensure that this Plan and all formal changes are distributed on the local level in accordance with the Plan Distribution List. The Nebraska Emergency Management Agency will be responsible for distribution to other counties, organizations, state agencies, and the federal government. Plans and changes will be distributed with a control copy number and a distribution log will be maintained by the Clay County Emergency Management Agency and by the Nebraska Emergency Management Agency to ensure that all individuals, agencies, and organizations have received current copies of the Plan.

X. REFERENCES

- A. Nebraska State Emergency Operations Plan (SEOP), dated 28 July, 2003, as revised
- B. Nebraska State Emergency Alert System Operational Plan, February 2001, as revised
- C. 2000 North American Emergency Response Guidebook
- D. Hazardous Materials Emergency Planning Guide, NRT-1, March 1987
- E. Nebraska Radiological Emergencies Response Handbook, April 1989
- F. Warning and Information Plan for Site #2-7-5W, School Creek Watershed Dam (high hazard) Dam.

**FUNCTIONAL RESPONSIBILITY CHART**

P = primary responsibility, S = secondary responsibility

**EXECUTIVE GROUP**

ANNEXES →			A	B	C	D	E	F	G	H	I	J	K	L		
FUNCTIONS →		POSITIONS or ↓ AGENCIES, Others	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
Chair, County Board			S	P			S								S	
Mayors of cities			P	P			S								S	
City Council			S	S												
Chair, Village Board			P	P			S								S	
Village Board			S	S												
BE ADVISED:  IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF, THE CHIEF ELECTED OFFICIAL WILL ASSUME RESPONSIBILITY FOR THAT POSITION																

**EMERGENCY MANAGEMENT  
ORGANIZATION****FUNCTIONAL RESPONSIBILITY CHART**

P = primary responsibility, S = secondary responsibility

ANNEXES →		A	B	C	D	E	F	G	H	I	J	K	L	
<div>FUNCTIONS →</div> <div>POSITIONS or AGENCIES, Others ↓</div>	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
	Clay County Emergency Mgt. Director	S	S	S	S	S	P	S	S	S	S	S	S	P
	Community/Deputy Emergency Managers	S	S	S	S	S	P	S	S	S	S	S	S	P
	Public Information Officer		S			P								S
	Communications and Warning Officer		S	P	S	S								S
	Radiological Officer		S		S			S	S					S
	Medical Coordinator								P		S	S		S
	Public health Coordinator				S				P		S	S		S
	Damage Assessment coordinator				P							S	S	

**FUNCTIONAL RESPONSIBILITY CHART**

P = primary responsibility, S = secondary responsibility

**COUNTY OFFICIALS**

<div> <div>ANNEXES</div> <div>FUNCTIONS</div> <div>POSITIONS or AGENCIES, Others</div> </div>		A	B	C	D	E	F	G	H	I	J	K	L	
	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
Clay County Sheriff			S	S		S			P					S
County Attorney - Coroner	S	S						S						
County Assessor	S			S									S	S
County Clerk	P												S	S
County Treasurer	S												S	
Superintendent of Schools						S		S		S	S			
County Highway Superintendent			S	S		S					S	P	S	S
Extension Educator				P	S								S	
County Emergency Board (CEB)				P						S			S	
Building Inspector				P								S		
County Engineer				S								P	S	

# FUNCTIONAL RESPONSIBILITY CHART

P = primary responsibility, S = secondary responsibility

## CITY OFFICIALS

<div> <div>ANNEXES</div> <div>FUNCTIONS</div> <div>POSITIONS or AGENCIES, Others</div> </div>		A	B	C	D	E	F	G	H	I	J	K	L	
	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
	Police Chief		S	S		S			P					S
	Fire Chief		S	S			P	S	S					S
	City Attorney	S	S		S									
	City Clerk	S												
	Director of Public Works		S	S		S						P	S	S
	Utilities Commissioner		S	S								P	S	S
	City Engineering Dept.			S							S	S	S	
	Parks and Recreation Director			S								S	S	
	Street Commissioner			S		S						S	S	
	City Physician							S		S				
	Superintendent of Schools					S				S	S		S	



**FUNCTIONAL RESPONSIBILITY CHART**

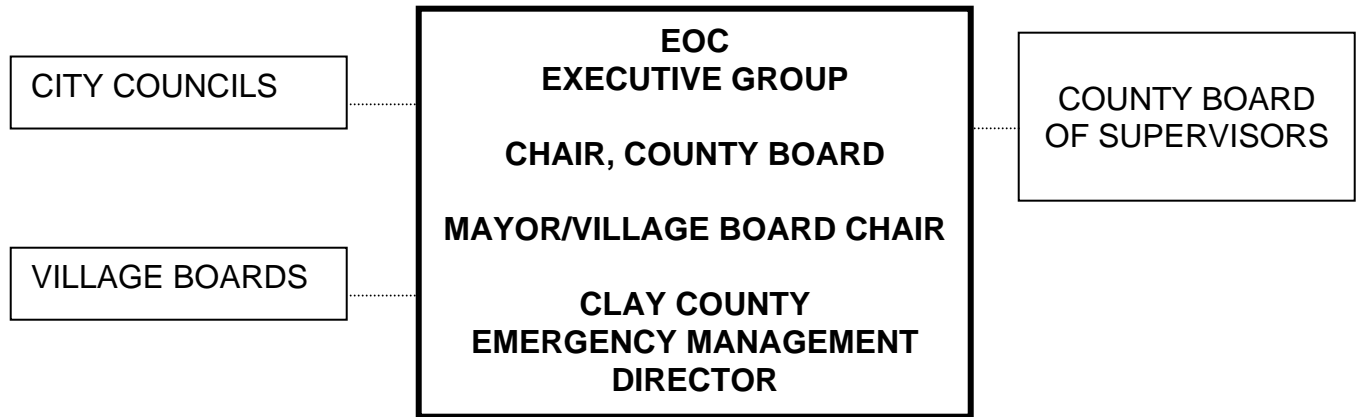
P = primary responsibility, S = secondary responsibility

**OTHER ORGANIZATIONS  
AGENCIES**

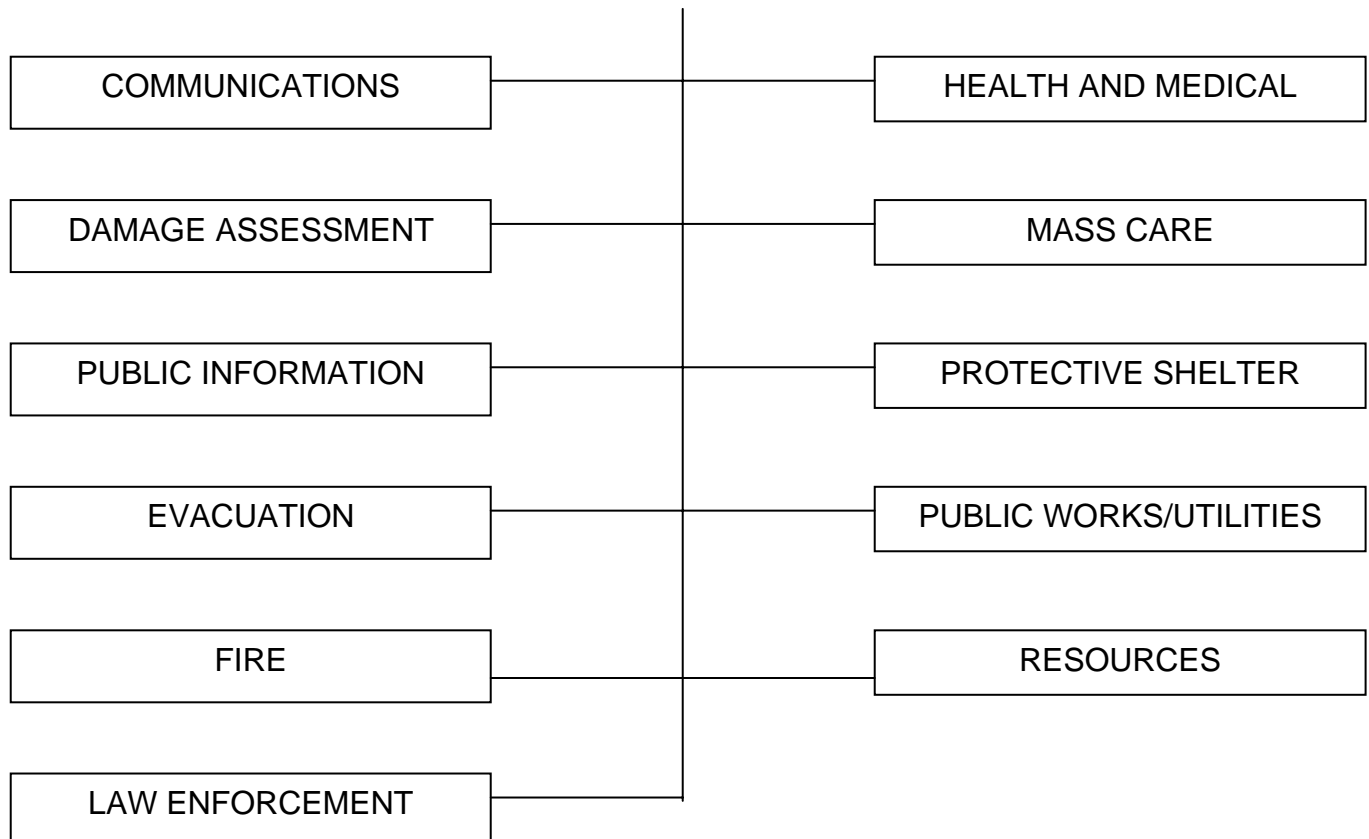
ANNEXES		A	B	C	D	E	F	G	H	I	J	K	L	
<div> <div>FUNCTIONS</div> <div> <div>POSITIONS or AGENCIES, Others</div> </div> </div>	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
Mid Rivers Chapter, Red Cross Hastings				S				S		P				S
State Fire Marshall				S			P				S	S	S	
Nebraska State Patrol						S			P					
Office, NE Health and Human Services System								P		S				S
South Central Mutual Aid Association				S			P	S						
Hastings Area Mutual Aid Association				S			P	S						
Alltel Telephone Company			S	S								S		
Kinder Morgan Natural Gas			S	S								S		
South Central Public Power District			S	S								S		

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## **DIRECTION AND CONTROL** **ORGANIZATION CHART**



### ----- FUNCTIONAL AREAS -----



## DIRECTION AND CONTROL

### I. PURPOSE

The purpose of this Annex is to provide procedures for centralized and coordinated management of emergency response activities in order to best protect the residents and property in Clay County.

### II. SITUATION

A. The Clay County Emergency Operating Center (EOC) is located at the Clay County Sheriff's Office.

1. The EOC is considered to be an adequate tornado shelter and has 600 square feet of operating space. Maximum staffing for this facility would be 30 persons.
2. A backup generator system supplies adequate auxiliary power.
3. The Clay Center 911 Center is equipped with installed radio capability to communicate with law enforcement, fire/EMS departments, and public works personnel. Five (5) telephone lines are operational with additional cell phone standby capability.
4. The EOC is maintained in a fully operational mode. Access to the EOC can be controlled.
5. Alternate Emergency Operating Center: in the event the primary EOC is damaged or otherwise unavailable, a room in the local fire hall will be used as the alternate EOC. In the event both the EOC and alternate cannot be used, a law enforcement or fire department vehicle will serve as a field communications command post and will function as the alternate EOC until a facility has been readied for this function. The location selected will be determined at the time, dependent on the situation.

B. Emergency Operating Centers for other jurisdictions are mobile in nature.

C. The Adams County or Region 13/Clay County Mobile Command Post would support the above EOC if needed.

D. First Responders will use a Unified Incident Command System. The nature or kind of disaster will determine which of the first responding emergency units will provide the initial Incident Commander or be part of the Unified Incident Command Group. Additional members may be added to the Unified Incident

Command Group as disaster priorities change. If and/or when the EOC is activated, field operations and the EOC must coordinate disaster operations for effective response and recovery.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. The Emergency Operations Centers would be available and prepared for emergency operations in a minimal amount of time.
- B. Local Chief Executives will normally function from their EOC or be on call during EOC operations.

### IV. ORGANIZATION/RESPONSIBILITIES

- A. The Emergency Operation Center Staff, comprised of the Chief Executives of government and key officials, administer the Direction and Control function.
- B. The Chief Executives of government or their key officials are responsible for their respective village/city, or county emergency operations including coordination of mutual aid and assuring effective use of resources. The Chairman of the Clay County Board of Supervisors is responsible for all county emergency operations outside of corporate city or village limits. The Executive Group is comprised of these Chief Executives within Clay County. They are:
  - 1. County - Chairperson, Board of Supervisors,
  - 2. Cities - Mayors,
  - 3. Villages - Chairperson of Village Boards.
- C. Staff, as designated in each functional Annex, is appointed or approved by the Chief Executives and become responsible for carrying out emergency operations and advising the Executive Group on matters pertaining to their areas of responsibilities. See Attachments 1 and 2.
- D. EOC supporting staff are those offices, both governmental and private, which do not have a primary operational responsibility but which do possess the knowledge and professional expertise to be able to assess a situation and provide advice and/or make recommendations to the Executive Group. The involvement of an office (or offices) will be dependent upon a number of variables, such as:
  - 1. Geographical location of disaster,

2. Magnitude of disaster,
  3. Type of advice/recommendation needed upon which to base executive decisions,
  4. Capability of affected community to provide "expert" assessments and evaluations.
- E. The Emergency Management Director's Direction and Control responsibilities may include, but are not limited to:
1. Serve as disaster operations advisor to the Executive Group,
  2. Act as liaison to neighboring and higher levels of government, as required,
  3. Develop EOC operating procedures,
  4. Assist in staffing the EOC by organizing, recruiting, and training an Emergency Management EOC Staff which would support all jurisdictions in areas not normally a function of day-to-day government,
  5. Manage the operations of the EOC,
  6. Coordinate implementation of mitigation efforts.
- F. Lines of Succession
1. County Board of Supervisors:
    - a. Chairperson,
    - b. Vice Chairperson,
    - c. Most senior member through members of the Board in order of their seniority on the Board.
  2. City Government:
    - a. Mayor,
    - b. President of City Council,
    - c. Acting President of the Council, as designated by the City Council (in an emergency session, if necessary).

3. Village Government:
  - a. Chairperson of Village Board,
  - b. Most senior member through members of the Board in order of seniority on the Board.
4. EOC Staff: as defined in each Annex to this Plan:
5. Clay County Emergency Management:
  - a. Clay County Emergency Management Director, Bob Rose,
  - b. Chief Deputy Emergency Management Director, Carol Rose,
  - c. Deputy Emergency Management Director, Jim Fitzgerald,
  - d. Deputy Emergency Management Director, Larry T. Nuss,
  - e. Deputy Emergency Management Director, Dick Kloke.

## V. CONCEPT OF OPERATIONS

### A. Activation of the Emergency Operating Center (EOC)

1. The Chairman of the County Board, the Mayors of Clay County Cities, the Board Chairman of (villages) and the Clay County Emergency Management Director has the authority to activate the Clay County Emergency Operating Center (EOC). First responders may request that the EOC be activated, as a situation warrants.
2. Immediate requests for assistance from Emergency Management will be channeled through the Clay County 911 Dispatch to the appropriate agency/organization.
3. The decision to activate the Emergency Operating Center will be based upon the severity of the emergency situation. The Clay County Emergency Management will determine the level of staffing required, based upon the situation, and will alert appropriate personnel, agencies, and organizations.
  - a. Increased operations activity and staffing will not normally be required when the emergency can be effectively handled by on-duty emergency response forces and there is no immediate threat to people or property.

- b. Activation and staffing should be a major consideration when there is a significant threat to the population that would require increased coordination between response agencies. All emergency support services will maintain a current notification roster to ensure a timely response.
    - c. The Clay County Emergency Management Director may activate the EOC on a limited staffing basis during severe weather watches and warnings.
  4. The Incident Commander may establish a field command post. The field command post will maintain close contact and coordination with the EOC.
  5. The Emergency Management Director (EM) will notify the Nebraska Emergency Management Agency, (1-877-297-2368), when there is an emergency or disaster that includes multi-agency response and is beyond the normal day-to-day response activities. Using the Incident Status Report (Attachment 3) to report as much information as is known at the time of reporting. The information in bold letters is of immediate importance. The Emergency Management Director will report more information as it becomes available and at least once a day for the remainder of the incident.
  6. The EOC may operate on a 24-hour basis during the emergency; shifts will be determined in eight or 12-hour increments. A member of the Executive Group will be present or on call during EOC operating hours.
- B. EOC Operations
1. During disaster operations, the following may operate from the EOC; other officials may operate from their daily locations as defined in the functional Annexes:
    - a. Executive Group (at the EOC or on call),
    - b. Emergency Management Director,
    - c. Communications Officer,
    - d. Damage Assessment Coordinator,
    - e. Public Information Officer,
    - f. Clay County Health & South Central District Heartland Directors.
    - g. Red Cross or Mass Care Coordinator,



- h. Volunteer Coordinator,
    - i. Senior Citizens and Health & Human Services Director
    - j. Radiological Officer (radiological emergency),
    - k. LEPC Chair or representative,
    - l. Fire
    - m. Rescue
    - n. Law Enforcement
  - 2. Record keeping procedures in the EOC need to include:
    - a. All radio communications at the EOC logged by the agency/organization receiving/transmitting the message,
    - b. A detailed activity log of EOC operations maintained by the Emergency Management Director using local government administrative support,
    - c. The Emergency Management Director or Communications Officer overseeing all logs and the message/information flow system.
  - 3. Periodic briefings at the EOC to update all personnel will be held, as the situation dictates.
  - 4. The EOC contains updated maps of Clay County and its cities and villages as well as status boards required for tracking significant events/actions.
  - 5. EOC security is provided by the Sheriff and/or local law enforcement
- C. EOC Coordination
- 1. Specific operations are detailed in the Annexes to this Plan. These disaster operations shall be performed in accordance with federal and state law and Clay County Resolutions which cover mutual aid, emergency expenditures, emergency worker's liability, Worker's Compensation, etc. The Executive Group will make necessary policy decisions in accordance with state and local laws.
  - 2. To provide for the most efficient management of resources, coordination of emergency operations will be through the appropriate Staff.

3. Primary communications will be through normal systems. Additional communications capabilities are outlined in Annex B.
4. Unified Integrated Incident Command in the field and officials at the EOC must maintain contact with each other to effectively coordinate disaster operations.
5. Emergency workers without standard identification cards and volunteers will be issued an identification card by Clay County Emergency Management which will allow them access to areas necessary to perform their assigned tasks.
6. The EOC needs to be informed when staging areas are established in the field for the purpose of coordinating the use of outside support for disaster response.

#### D. Local Emergency Declaration

In situations where response and recovery are within the capabilities of the local government, the Chief Executive of the jurisdiction may declare an emergency and issue directives to activate local resources required to respond. (Example: Declaration of a Snow Emergency could implement a parking ban on designated streets and activate snow removal equipment.)

#### E. Local Disaster Declaration

1. The Chief Executive may sign a Disaster Declaration when it appears that the response and recovery efforts will exceed the normal local capabilities. See Attachment 4.
2. Within the limitations stated in RRS 81-829.50, any order or declaration declaring, continuing, or terminating a disaster will be given prompt and general publicity through the Public Information Officer. See Annex D.
3. A Disaster Declaration on official letterhead will be filed promptly with the Clerk of the affected jurisdiction and with the Nebraska Emergency Management Agency. The Emergency Management Director will fax (if possible) the local Declaration, then mail the hard copy original to the Nebraska Emergency Management Agency. See Sample Disaster Declaration, Attachment 4 to this Annex.
4. The effect of a local Disaster Declaration will be to:
  - a. Activate response and recovery aspects of all applicable local and/or interjurisdictional Emergency Management plans, and to

b. Authorize the furnishing of aid and assistance from these plans.

5. A local Disaster Declaration is not an automatic request for state assistance.

F. Request for Assistance

1. Clay County will first implement mutual aid agreements within the County and with neighboring communities.

2. If mutual aid resources are not sufficient, the Chief Executive may request assistance from the state through Clay County Emergency Management.

a. A local Disaster Declaration must precede a request for State assistance. See Attachment 4.

b. The County Board of Supervisors will make this request through the Clay County Emergency Management Director to the Nebraska Emergency Management Agency. See Attachment 5 for guidelines.

c. The Nebraska Emergency Management Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor.

3. Local response agencies may request technical assistance and resource support directly from state agencies, such as the Nebraska State Patrol, the Department of Roads, the State Fire Marshal, the Department of Environmental Quality, and the Nebraska Health and Human Services System. The Clay County Emergency Management Director will advise the Nebraska Emergency Management Agency of these requests.

VI. ADMINISTRATIVE AND LOGISTICS

A. Fiscal

1. Clay County and its affected jurisdictions shall fund disaster related costs from local contingency funds to the fullest extent possible.

2. All disaster related expenditures must be documented using generally accepted accounting procedures. The State and Federal governments will conduct audits prior to providing reimbursements for eligible expenditures.

## B. Call-Down Rosters And Review Of Annex A

1. The Clay County Emergency Management Director will ensure that call-down rosters for EOC Staff and County/City/Village Officials (Attachments 1 and 2) are current.
2. The Emergency Management Director will review of this Annex annually.

## C. Exercises

An exercise of Direction and Control aspects of this Plan involving both the Executive Group and EOC Staff should be held at least annually.

## D. Training

All personnel with responsibilities in this Plan should make every effort to attend training programs designed for city/village and county officials offered by the Nebraska Emergency Management Agency and/or the Federal Emergency Management Agency.

### LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	County Officials and EOC Staff	A-12
2	City/Village Officials and EOC Staff	A-14
3	Incident Status Report	A-29
4	Sample Disaster Declaration	A-31
5	Emergency Disaster Checklist For Obtaining State/Federal Assistance	A-32
TAB A	City of Clay Center Operations Plan	A-33
TAB B	Village of Deweese Operations Plan	A-35
TAB C	City of Edgar Operations Plan	A-37
TAB D	City of Fairfield Operations Plan	A-39
TAB E	Village of Glenvil Operations Plan	A-41

LIST OF ATTACHMENTS  
(continued)

TAB F	City of Harvard Operations Plan	A-43
TAB G	Village of Ong Operations Plan	A-45
TAB H	City of Sutton Operations Plan	A-47
TAB I	Village of Trumbull Operations Plan	A-49

CLAY COUNTY OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,  
THE CHIEF EXECUTIVE OF THE COUNTY  
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

<u>EXECUTIVE GROUP</u>	<u>NAME</u>	<u>BUSINESS</u>	<u>HOME</u>
Chair, County Board	Kendall Ham	773-4159	Same
County Board Members	R. E. Gass	224-3415	Same
	Gene Arnold	743-2356	Same
	Mike Anderson	762-3708	Same
	Gary Johnson	762-3705	Same
	Scott Scheierman	773-5660	Same
	Gerald Schmidt	772-4701	Same

EMERGENCY OPERATING STAFF

Clay County Emergency Management Director	Bob Rose	224-4944	469-6049
Chief Deputy Emergency Manager	Carol Rose	224-4955	469-6048
Deputy Emergency Manager	Jim Fitzgerald	771-2572	762-4299
Deputy Emergency Manager	Larry T. Nuss	773-5531	773-4383
Deputy Emergency Manager	_____	_____	_____
Deputy Emergency Manager	Dick Kloke	772-7591	772-8511
Communications Officer	Anna White	762-3528	762-3794
County Emergency Board	Dave Studnicka	762-3521	762-3261
Public Information Officer	Jack Byrkit	469-9261	762-3802
Clay County District Health	Jan Baird	762-3571	762-3413
South Heartland District Health	Joyce Crawford	462-6211	463-6999
Mid Rivers Red Cross	Sharon Ross	461-2374	460-7270
	Dick LeBeau		469-6998

**EMERGENCY OPERATING STAFF**  
**(continued)****NAME****BUSINESS****HOME**

Volunteer Coordinator	Darcy Boman	762-3231	762-3607
Social Services Coordinator	Margaret Hinrichs-Shaw		262-2219
Salvation Army		463-0529	463-2930
Area Agency on Aging	Faye Mullen	762-3226	
Local Emergency Planning Committee (LEPC) Chair	Ken Moore	984-1104	
County Attorney	Ted Griess	762-3461	773-4169
County Clerk	Deb Karnatz	762-3463	
Clay County Superintendent of Roads	Pete Dykema	762-3532	762-3819

**Law Enforcement**

Clay County Sheriff	Jeff Franklin	762-3528	
Nebraska State Patrol	Lincoln/Grand Island	800-525-5555	308-385-6000
Civil Air Patrol, Nebraska Wing HQ (Ashland)	402-309-7665		

CITY OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,  
THE CHIEF EXECUTIVE OF EACH JURISDICTION  
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

<u>CITY OF CLAY CENTER OFFICIALS</u>	<u>NAME</u>	<u>BUSINESS</u>	<u>HOME</u>
Mayor	Steve Furman	762-3360	762-3694
City Council President	Roger Thompson	463-5661	762-3223
City Council Members	Mary Belle Graham		762-3879
	Nanette Shakelford		762-3648
	Gary Dedrickson		762-3363
City Attorney	Jennifer Fleischer	762-2524	771-2583
City Clerk	Chris Eads	762-3356	762-3278
Police Chief	Dee Wilkerson	762-3576	762-3574
Fire Chief	Tom Garvin	762-4100	762-3829
EMS Captain	Todd Boman	762-3197	984-5496
<u>Public Works/Utilities</u>			
Public Works Director	_____	_____	_____
Utilities Director	_____	_____	_____
Street Department	_____	_____	_____
Parks and Recreation	_____	_____	_____
Building and Zoning	_____	_____	_____
City Engineer	JEO Enterprises	462-5657	
<u>Private Utilities:</u>	South Central PPD	762-3653	
	Kinder Morgan	800-563-0012	



<b><u>CITY OF CLAY CENTER EOC STAFF</u></b>	<b><u>NAME</u></b>	<b><u>BUSINESS</u></b>	<b><u>HOME</u></b>
City Emergency Management Director	Mark Bailey	762-3511	762-3270
Communications Officer	_____	_____	_____
Support Communications Groups	Sheriff's Office	762-3528	
Public Information Officer	Dale Brykit	_____	762-3392
Damage Assessment Coordinator	L. Wayne Johnson	762-3860	762-2691
Medical Coordinator	Todd Boman	762-3197	984-5496
Public Health Coordinator	Jan Baird	762-3571	762-3413
Mass Care Coordinator	Tom Garvin	762-4100	762-3829
Resources Coordinator	_____	_____	_____
Volunteer Coordinator	_____	_____	_____
Volunteer Organizations	Dave Higbea/Lions	762-3283	762-3875
	Shirley Bennett/Mrs CC's		762-3220
Ministerial Association	John Green	762-3824	762-3841
Radiological Officer	_____	_____	_____
City Schools Superintendent	Lee Sayer	762-3561	762-3948

## CITY OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,  
THE CHIEF EXECUTIVE OF EACH JURISDICTION  
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

<b><u>CITY OF EDGAR OFFICIALS</u></b>	<b><u>NAME</u></b>	<b><u>BUSINESS</u></b>	<b><u>HOME</u></b>
Mayor	Sam Shuck	224-3156	224-3156
City Council President	Denis Moore	224-4725	224-4725
City Council Members	Lois Saathoff		224-4025
	Fred Kuta		224-3255
	Dan Fisher	224-4795	224-3302
City Attorney	Dean Hansen	224-8105	224-4107
City Clerk	Trish Shepard	224-5145	224-3052
Fire Chief	Brett Lahndorf		224-3600
EMS Captain	Brad Brennfoerder	224-3057	224-3057
<b><u>Public Works/Utilities</u></b>			
Public Works Director	Dick Kenley	224-5145	224-3100
Street Department	Dick Kenley	224-5145	224-3100
<b><u>Private Utilities:</u></b>	Kinder Morgan	800-563-0012	
	NPPD	800-422-7754	
	South Central PPD	762-3368	

**CITY OF EDGAR EOC STAFF**

City Emergency Management Director	Bob Rose	224-4955	469-6049
	Carol Rose	224-4955	469-6048
Communications Officer	Sandy Nienkamp	726-2151	224-4965
Support Communications Groups	Clay County Sheriff	762-3528	

**CITY OF EDGAR STAFF**  
**(continued)**

	<b><u>NAME</u></b>	<b><u>BUSINESS</u></b>	<b><u>HOME</u></b>
Public Information Officer	Sam Shuck		224-3156
Damage Assessment Coordinator	Bob Rose	224-4955	469-6049
Medical Coordinator	Garry Steele	469-3548	224-4015
Public Health Coordinator	Jan Baird	762-3571	762-3413
	Joyce Crawford	462-6211	469-2543
Mass Care Coordinator	Bob Rose	224-4955	469-6049
Resources Coordinator	Bob Rose	224-4955	469-6049
Volunteer Coordinator	Bob Rose	224-4955	469-6049
Volunteer Organizations	Lions	224-4725	224-5630
Ministerial Association	David King		224-3370
Radiological Officer	Bob Rose	224-4955	469-6049

CITY OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,  
THE CHIEF EXECUTIVE OF EACH JURISDICTION  
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

<u>CITY OF FAIRFIELD OFFICIALS</u>	<u>NAME</u>	<u>BUSINESS</u>	<u>HOME</u>
Mayor	Lynn Ridgway	726-2411	726-2535
City Council President	Russ Ninemire	726-2151	726-2475
City Council Members	Steve Anthony	726-2361	726-2471
	Perry Ridgway	762-4418	726-2228
	Bob Siemsen	726-2151	726-2324
City Attorney	Jennifer Fleischer	762-3524	771-2583
City Clerk	Penny Osborn	726-2478	726-2191
Police Chief	Ed Schurman	726-2300	726-2404
Fire Chief	Steve Anthony	726-2361	726-2471
EMS Captain	Todd Deines	726-2181	726-2154
<u>Public Works/Utilities</u>			
Public Works Director	Joe I. Svoboda	726-2478	262-2301
Utilities Director	Joe I. Svoboda	726-2478	262-2301
Street Department	Joe I. Svoboda	726-2478	262-2301
Parks and Recreation	Joe I. Svoboda	726-2478	262-2301
Building and Zoning	Joe I. Svoboda	726-2478	262-2301
<u>Private Utilities:</u>	Kinder Morgan	800-563-0012	
	South Central PPD	762-3653	

**CITY OF FAIRFIELD EOC STAFF****NAME****BUSINESS****HOME**

City Emergency Management Director

Ed Schurman

726-2300

726-2404

City Schools Superintendent

Kent Miller

726-2151

726-2160

CITY OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,  
THE CHIEF EXECUTIVE OF EACH JURISDICTION  
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

CITY OF HARVARD OFFICIALS

	<u>NAME</u>	<u>BUSINESS</u>	<u>HOME</u>
Mayor	Marvin Polacek		772-3451
City Council Members	Rhonda Chaney		772-2229
	Tom Chrisman		772-2054
	Dan Marshall		772-8591
	Jim Porter		772-3451
	Leonard Stemper		772-5181
	Mike Wilford		772-2207
City Clerk	Glenda Bell	772-7101	772-8691
Police Chief	Dave Hanners	772-4711	772-2901
Fire Chief	Keith Keller	772-7501	772-7501
EMS Captain	Barb Barnett		772-5391
<u>Public Works/Utilities</u>			
Public Works Director	Doug Hampton	772-5741	772-4291
Utilities Director	Doug Hampton	772-5741	772-4291
Street Department	Dave Meyer	772-5741	772-7861
Parks and Recreation	Dave Meyer	772-5741	772-7861
City Engineer	Olsson & Associates	308-384-8750	
<u>Private Utilities:</u>	Kinder Morgan	800-563-0012	
	South Central PPD	762-3653	

**CITY OF HARVARD EOC STAFF****NAME****BUSINESS****HOME**

City Emergency Management Director

Dick Kloke

772-7591

772-8511

City Schools Superintendent

Larry Turnquist

772-2171

772-2711

CITY OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,  
THE CHIEF EXECUTIVE OF EACH JURISDICTION  
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

<u>CITY OF SUTTON OFFICIALS</u>	<u>NAME</u>	<u>BUSINESS</u>	<u>HOME</u>
Mayor	Virgil Ulmer	469-3163	773-4485
City Council Members	Dee Boals	469-8955	773-4315
	Dave Pletner	469-8915	773-4266
	Doug Nuss		773-5540
	Fred Figi	984-4734	773-4525
City Administrator	Brian Beeman	773-4225	679-5243
City Attorney	Don Bottorf	773-5225	773-4698
City Clerk	Sherrie Bartell	773-4225	460-0234
Police Chief	Rodney Brown	984-0509	710-0233
Fire Chief	Pat Merrick	762-5003	
EMS Captain	Wally Huber	773-4533	773-5288
<u>Public Works/Utilities</u>			
Public Works Director	Kevin Finnegan	469-9225	773-4433
Utilities Director	Alan Brown	469-2565	773-5394
Street Department	Kevin Finnegan	469-9225	773-4433
Parks and Recreation	Gary Nuss	773-4702	773-5663
Building and Zoning	Brian Beeman	773-4225	679-5243
<u>Private Utilities:</u>	Kinder Morgan	800-563-0012	773-5579



<b><u>CITY OF SUTTON EOC STAFF</u></b>	<b><u>NAME</u></b>	<b><u>BUSINESS</u></b>	<b><u>HOME</u></b>
City Emergency Management Director	Jeff Gustafson		773-5546
Communications Officer	Cheryl Gustafson		773-5546
Damage Assessment Coordinator	Kevin Finnegan	469-9225	773-4433
Volunteer Organizations	Lions		
Radiological Officer	Larry T. Nuss		773-4383
City Schools Superintendent	Brad Cabrera	773-4423	773-5499

VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,  
THE CHIEF EXECUTIVE OF EACH JURISDICTION  
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

**VILLAGE OF DEWEESE OFFICIALS**

	<b><u>NAME</u></b>	<b><u>BUSINESS</u></b>	<b><u>HOME</u></b>
Board Chair	Paul Hansen	762-3532	262-2411
Village Board Members	Brenda Hansen	762-3792	262-2203
	Gene Babcock	463-4545	262-2426
	Roy Bischoff	726-2145	262-2230
	Chris Schmidt	771-2135	262-2218
Village Attorney	Wayne Garrison	225-2341	225-5031
Village Clerk	Joann Bischoff	726-2151	262-2230

**Village Maintenance**

Street Department	Paul Hansen	762-3532	262-2411
Water Department	Paul Hansen	762-3532	262-2411
<u>Private Utilities:</u>	South Central PPD	762-3653	

**VILLAGE OF DEWEESE EOC STAFF**

Emergency Management Director	Dan Hansen	262-2331	262-2203
Communications Officer	Clay County Emergency Management		
Public Information Officer	Paul Hansen	762-3532	262-2411
	Dan Hansen	262-2331	262-2203

## VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,  
THE CHIEF EXECUTIVE OF EACH JURISDICTION  
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

<b><u>VILLAGE OF GLENVIL OFFICIALS</u></b>	<b><u>NAME</u></b>	<b><u>BUSINESS</u></b>	<b><u>HOME</u></b>
Board Chair	Paul Slutz		771-2142
Village Board Members	Jim Fitzgerald	762-4299	771-2572
	Ryan Petr		771-2108
	Coreen Jensen		771-2133
	Danny Sadd		771-2442
Village Attorney	Doug Pauley	462-5187	
Village Clerk	Lana Svoboda		262-2301
Fire Chief	Jim Fitzgerald	762-4299	771-2572
EMS Captain	Jerry Hinrichs		771-2132
Law Enforcement	Ed Schurman	726-2300	726-2404
<b><u>Village Maintenance</u></b>			
Street Department	Gary Krull		771-2354
Building and Zoning	Phil Funk		771-2314
Village Engineer	JEO	462-5657	
<b><u>Private Utilities:</u></b>	Kinder Morgan	800-563-0012	
	South Central Public PPD	762-3653	

**VILLAGE OF GLENVIL EOC STAFF**

Emergency Management Director	Jim Fitzgerald	762-4299	771-2572
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## VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,  
THE CHIEF EXECUTIVE OF EACH JURISDICTION  
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

<b><u>VILLAGE OF ONG OFFICIALS</u></b>	<b><u>NAME</u></b>	<b><u>BUSINESS</u></b>	<b><u>HOME</u></b>
Board Chair	Gene Andersen	224-1363	284-2213
Village Board Members	Dennis Hansen	224-5255	284-2383
	Dale Musgrave		282-2202
	Bill Mountford		282-2293
	Dale Robinson		284-2273
Village Attorney	Dean Hansen	224-8105	
Village Clerk	Marilyn Benton	224-4177	284-2225
Fire Chief	Bryan Andersen	469-1123	284-2390
EMS Captain	_____	_____	_____

**Village Maintenance**

Street Department	Bryan Andersen	469-1123	284-2390
Village Engineer	Tom Kroeger	462-5657	
Private Utilities	Kinder Morgan	800-563-0012	
	South Central Public Power	762-3653	

**VILLAGE OF ONG EOC STAFF**

Emergency Management Director	Bryan Andersen	469-1123	284-2390
Volunteer Organizations	Lions Club	_____	
	Women's Club	_____	

## VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,  
THE CHIEF EXECUTIVE OF EACH JURISDICTION  
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

<b><u>VILLAGE OF SARONVILLE OFFICIALS</u></b>	<b><u>NAME</u></b>	<b><u>BUSINESS</u></b>	<b><u>HOME</u></b>
Board Chair	Fred Becker		773-4889
Village Board Members	Dayle DuBois		773-4709
	Verla Alberts		773-4627
	Randy Hohensee		773-4268
	Sandra Beahn		773-5264
Village Attorney	Ted Griess	773-4115	773-4169
Village Clerk	Annette Yost		773-4805
<u>Private Utilities:</u>	Kinder Morgan	800-563-0012	
	South Central Public Power	762-3653	
Volunteer Organizations	_____	_____	_____
	_____	_____	_____

VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,  
THE CHIEF EXECUTIVE OF EACH JURISDICTION  
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

**VILLAGE OF TRUMBULL OFFICIALS****NAME****BUSINESS****HOME**

Board Chair	Don Askey		743-2247
Village Board Members	Doug Stafford		743-2244
	Doug Devries		743-2298
	Shirley Ginn		743-2430
	Donn Ott		743-2273
Village Attorney	Ted Griess	773-4115	773-4169
Village Clerk	Beverley Kimminau		743-2208
Fire Chief	Paul Jensen	743-2255	743-2272
<u>Village Maintenance</u>			
Street Department	Doug Devries		743-2298
Village Engineer	Steve Wolford		
<u>Private Utilities:</u>	Southern Power	463-7235	
	Kinder Morgan	800-563-0012	

**VILLAGE OF TRUMBULL EOC STAFF**

Emergency Management Director	Paul Jensen	743-2255	743-2272
Volunteer Coordinator	Paul Jensen	743-2255	743-2272

# INCIDENT STATUS REPORT

Incident: \_\_\_\_\_ Incident Date: \_\_\_\_\_ Report date/time \_\_\_\_\_

Jurisdiction: \_\_\_\_\_ Caller Name: \_\_\_\_\_

Call back number: \_\_\_\_\_ Incident Commander: \_\_\_\_\_

**Instructions:** As soon as possible fill in as much information as you currently know. The information in **bold** is of immediate importance. Other information can be gathered as it becomes available. Please fill all of the information areas, put **unknown** in areas where you have no information and **none** where there is no damage or impact. Please fax or call the information into the State EOC as soon as *any* information is known, then fax or call in updates as new information becomes available or as it is requested by NEMA. Thank you. Fax 402 471-7433 or Call 877 297-2368

## 1. GENERAL INFORMATION:

### **1.1 General Location of Affected Area:**

**1.2 EOC Activated?** Y N**1.3 Disaster Declaration?** Y N

## 2. LOCAL ACTIONS:

**2.1 Evacuation Ordered?** Y N Size of Area: \_\_\_\_\_

### **2.2 Resources Deployed:**

2.2.1 Law Enforcement: Y N 2.2.2 Fire: Y N 2.2.3 Rescue: Y N 2.2.4 Public Works: Y N

2.2.5 Mutual Aid Departments on scene: \_\_\_\_\_

2.2.6 Private Utilities: \_\_\_\_\_

## 3. DISASTER IMPACTS:

**3.1 Number of: Fatalities** \_\_\_\_\_ **Injuries** \_\_\_\_\_ **Missing Persons** \_\_\_\_\_**3.2 Estimated number of families/individuals displaced: Actual** \_\_\_\_\_ **Anticipated** \_\_\_\_\_**3.3 Number of Shelters Open:** \_\_\_\_\_**3.4 Number of People Sheltered:** \_\_\_\_\_**3.5 Anticipated Total Number of Persons:** \_\_\_\_\_**3.6 Special Needs Citizens Identified and Cared For:** Y N**3.7 Comfort locations for Emergency Workers established?** Y N**3.8 Number of structures damaged:**

3.8.1 Homes: Minor \_\_\_\_\_ Major \_\_\_\_\_ Destroyed \_\_\_\_\_ % Insured \_\_\_\_\_

3.8.2 Public Buildings: Minor \_\_\_\_\_ Major \_\_\_\_\_ Destroyed \_\_\_\_\_ % Insured \_\_\_\_\_

3.8.3 Business/Industry: Minor \_\_\_\_\_ Major \_\_\_\_\_ Destroyed \_\_\_\_\_ % Insured \_\_\_\_\_

Minor - Building is damaged and may be used under limited conditions with minor repairs.Major - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.Destroyed - Building is a total loss or damaged to the extent that it is no longer usable and is not economically feasible to repair

**3.9 Immediate Needs: (health & safety for individuals & property):****4. STATUS OF SERVICES:****4.1 Status of Electric Utility Service:****4.2 Status of Telephone Service:****4.3 Status of Schools:****4.4 Status of Government Offices:****4.5 Impacted Critical Facilities****4.5.1 Hospitals:** \_\_\_\_\_**4.5.2 Water Treatment Plants:** \_\_\_\_\_**4.5.3 Wastewater Plants:** \_\_\_\_\_**4.5.6 Lift Stations:** \_\_\_\_\_**4.5.7 Natural Gas:** \_\_\_\_\_**4.5.8 Correctional:** \_\_\_\_\_**4.5.9 Other:** \_\_\_\_\_**5. TRANSPORTATION:****5.1 Streets:**                      Extent of Damage

_____	_____
_____	_____
_____	_____
_____	_____

**5.2 Roads:**

_____	_____
_____	_____
_____	_____
_____	_____

**5.3 Bridges:**

_____	_____
_____	_____
_____	_____
_____	_____

**5.4 Airport:**

_____	_____
_____	_____
_____	_____
_____	_____

**6. ANTICIPATED FUTURE NEEDS: (Including personnel, equipment, mass care etc)**

_____	_____
_____	_____
_____	_____



SAMPLE LOCAL DISASTER DECLARATION

**A Disaster Declaration must be issued prior to requesting state or federal assistance.**

**A Disaster Declaration for a city or village should be transmitted  
through the County Emergency Management Director.  
The County Board should also declare a disaster using this same form.**

**The following is a sample of the language that should be retyped onto the jurisdiction's  
official letterhead before submitting it to the State EOC.**

\*\*\*\*\*

Clay County (or affected city/village) has suffered from a \_\_\_\_\_ (i.e., disastrous tornado strike) that occurred on \_\_\_\_\_ (include date(s) and time) causing severe damage to public and private property, disruption of utility service, and endangerment of health and safety of the citizens of \*\*\* County (or city/village) within the disaster area

Therefore, the Chair of the Clay County Board of Supervisors (or the Mayor/Board Chair of \_\_\_\_\_) has declared a state of emergency authorized under Nebraska State Statute R.R.S. 81-829.50 on behalf of Clay County (or city/village), and will execute for and on behalf of Clay County (or city/village), the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the applying to the State of Nebraska for assistance from the Governor's Emergency Fund and any other resources he/she deems necessary in the fulfillment of his/her duties.

\_\_\_\_\_  
Chair, Clay County  
Board of Supervisors  
(or Mayor/Board Chair of affected jurisdiction  
or by appointed authorized representative)

WITNESS my hand and the seal of my office  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
County (or City/Village) Clerk

\_\_\_\_\_  
Date

# EMERGENCY/DISASTER CHECKLIST FOR OBTAINING STATE/FEDERAL ASSISTANCE

1. Has an initial assessment of damages and resources needed been made? YES NO

If NO, Damage Assessment instructions are in Annex C.

2. Are the emergency/disaster response and/or recovery requirements beyond your jurisdiction's capabilities? YES NO

3. Have you requested mutual aid? YES NO

If NO, mutual aid resources are listed in the Annexes appropriate to the functional area. i.e. for fire, refer to Fire Services - Annex F; medical - Annex G; law enforcement - Annex H.

4. Has a Local Disaster Declaration been signed by the Chief Executive? YES NO

If NO, see Sample Local Disaster Declaration on preceding page.

5. Do you need assistance in obtaining some resources? YES NO

6. Do you anticipate needing financial assistance from the State or Federal Government? YES NO

7. Are you maintaining financial records on the expenditures of local resources during the disaster? See Annex L. Financial expenditures must be documented under the Governor's Emergency Fund Procedures or to prove local share under a Presidential Disaster Declaration. YES NO

8. Have you determined what assistance you need and how that assistance will be utilized? YES NO

If NO, go to #9.

9. Do you need State or Federal assistance to complete the damage assessment process? YES NO

10. Have you notified the Nebraska Emergency Management Agency? YES NO

**If NO, notify as follows:**

**Call 1-877-297-2368 (toll free)**

**or – Hastings Emergency Center NAWAS Warning Point**

**CITY  
OF  
CLAY CENTER**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2004**

**CITY OF CLAY CENTER**  
**EMERGENCY PLAN**

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**EMERGENCY OPERATIONS PLAN**  
**FOR**  
**THE CITY OF CLAY CENTER**

I. **PURPOSE**

- A. The Emergency Preparedness Mission for the City of Clay Center is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Clay Center. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the City of Clay Center, that the key officials named thereon meet at least once a year to review the provisions of these guidelines to determine that they are current.

II. **PLANNING FACTORS**

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Clay Center is susceptible to a number of hazards.

B. Vulnerable Populations

There are populations at risk in Clay Center. These will require special considerations in warning, evacuation, and other areas of disaster response.

C. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Clay Center residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
- 2. In the absence of the Mayor, the established line of succession is:
  - a. President of the City Council

- b. Senior member of the City Council
- c. An official as appointed/elected by the City Council (special election as necessary)

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

1. When alerted of a disaster situation, the 911 Center at the Sheriff's Department will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the 911 Center.
2. After initial response, the Emergency Operations Center will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The City of Clay Center has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations
  - a. First Responders will provide the initial response to a disaster.

- b. These First Responders will use a Unified Incident Command System (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Unified Command may be expanded as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials and members of EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation, but should include among others, the Mayor (in his absence, the President of the City Council), the City Emergency Manager, the Fire Chief, the Police Chief, the Ambulance Head, and the Clay County Emergency Manager.
- b. The EOC is located at Clay Center Fire Hall. This location provides communications capability and ample space with support equipment for disaster operations. (School, Fairgrounds, Churches, Sandy Creek, Harvard)

## 3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. The Field Command or the EOC Staff may request these services.

## C. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Clay Center.

1. Communications Capabilities: the Field Operations will establish a command post to maintain contact with the EOC.
2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.

### 3. Security of the Disaster Area.

- a. Security may be needed at all the highway points leading into Clay Center. The Nebraska State Patrol, the Sheriff's Department and other local police departments can help with security.
- b. Roadblocks: Village/county/state roads departments can help with barricades. The Unified Command or Law Enforcement will contact the 911Center to request these resources from the County Roads Department and/or the State Road Department.
- c. Identification cards for access to the disaster area will be issued in Clay Center and Clay County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. Identification cards will be distributed from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Mayor, the EOC Staff will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk.

## IV. FIELD OPERATIONS

#### A. Primary Field Operational Control For The Disaster

1. All City of Clay Center Departments will become familiar with a Unified Incident Command System (NIMS). This Command System will be used to ensure a unified point of contact for field coordination.
2. If the disaster operation dictates, the Unified Command may select staging area(s). The Field Commander will work with and inform the EOC of the location of the staging areas.

#### B. Responsibilities List For Field Operations

1. In preparing this plan, Clay Center government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-



inclusive; at the direction of either the Unified Command or the Mayor, city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell each department how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. POLICE DEPARTMENT – (LEOP – Annex H)

1. Among First Responders to disaster scene.
2. Implements Incident Command System.
3. Will assess communications capability as one of first priority actions.
4. Notify 911 CENTER OF ADDITIONAL HELP NEEDED.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.
7. Implement established procedures for roadblock locations to isolate Clay Center if total isolation of the City is necessary.
8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinate with the EOC for special needs transportation out of area being evacuated.
10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
12. Coordinate traffic control and crowd control in and around the disaster area.
13. Coordinate with the Street Department for barricades, signs, and flags at control points as established and coordinated through the EOC.

14. Conduct search and rescue operations with Fire Department personnel.
15. May request opening the EOC for assistance in coordinating disaster response.
16. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent...
17. May initially advise the EOC of area affected and give general damage information.
18. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
19. Be the representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
20. Secure the disaster area
  - a. To include critical public facilities and residences
  - b. Check volunteer ID cards
  - c. Check permanent ID cards of personnel
  - d. Firmly control EOC security from any interference with emergency operations
21. Prevent looting in disaster area.
22. Prevent re-entry into damaged or contaminated buildings.
23. Provide security at shelters, if needed.
24. Provide security for visiting dignitaries.
25. Will notify the EOC of possible security problems.
26. Pick up stray animals.
27. Warning and alerting (Lead agency in hostage situations, bomb threats and other police matters).
28. Act as coroner in absence of County Attorney.
29. Keep accurate records.

D. 911 Center – Sheriff's Department (LEOP - Annex B)

1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the school and businesses.
2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
3. Monitor and disseminate further watches and/or warnings or advisories.
4. After initial request for first response, make necessary notifications to include notifying the Mayor and Emergency Management Directors (City/County).
5. Coordinate emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene.
2. Will assume primary operational control of fire suppression and explosions.
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.
4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinate with Police Department in search and rescue operations.
8. Assist Police Department in evacuation efforts.
9. Assist Police Department in warning by public address system or door-to-door.
10. Assist Police Department in crowd control/security of the disaster area.
11. Assess need for other City Departments to respond and report this to the EOC.
12. Implement mutual aid agreements with other jurisdictions, as needed.

13. Coordinate staging area with the EOC.
14. Provide back-up equipment for water pumping.
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Be represented at briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continue fire suppression operations.
19. Warning and alerting (Lead for fires, rescue, evacuations of victims, and backup for storm spotting if EM not available or threat eminent.
20. Rescue Operations
  - a. Warning and evacuation
  - b. Search and rescue
  - c. Order Shelter in Place
  - d. Body recovery
21. Provide manpower for spotting and any event where manpower is needed.
22. Order of operations:
  - a. Life Safety is the first consideration.
  - b. Situation factors
  - c. Rescue
  - d. Fire control
  - e. Property conservation.
23. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.
24. Keep accurate records.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among First Responders at disaster scene.
2. Implements Incident Command System. Lead agency during non-rescue and non-hazardous material medical emergencies.
3. Set up triage, triage area, and morgue. (McLaughlin Funeral Home, refrigerated truck, MARC).
4. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transport injured to the hospital; check with EOC for open routes to hospital.
6. Implement mutual aid agreements with other jurisdictions as necessary, have EOC alert hospitals of possible influx of patients, and determine the need to call in local nurses and/or inactive emts.
7. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
8. Continue emergency medical services for the remainder of the City.
9. Keep accurate records.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the 911 Center; the Superintendent will coordinate with the Mayor and EOC on disaster work assignments.
  - b. First priority after a disaster is to clear debris from routes needed for First Responders.
  - c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized by EOC. Briefing the EOC of damage and actions that need to be taken.

- d. Close streets, if requested by EOC, to include transporting/erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Post traffic directional signs, as needed, particularly for evacuation.
  - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Perform priority repairs to streets.
  - h. Repair storm sewers.
  - i. Meet requirements for disposal of disaster debris.
  - j. Will establish additional temporary tree burning areas, as needed.
  - k. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
2. South Central Public Power
- a. Will report to the EOC for development of a plan.
  - b. Will survey area for damage.
  - c. De-energize downed power lines.
  - d. Restore service as prioritized.
  - e. Coordinate with the EOC and supplier in finding a temporary source of electricity should the City need it to restore utility service.
  - f. Keep the EOC and supplier informed of current situation and when service may be restored.
  - g. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
  - h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.
  - i. Provide emergency lighting where needed for disaster operations.
  - j. Coordinate use of emergency power generators with the EOC.

### 3. Additional Public Works duties:

#### Water Department

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.
  - 1) Locate suitable containers; fill with uncontaminated water.
  - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water.
- h. Safety inspects water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, and Emergency Management Director.

#### Wastewater Department

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects wastewater system if damaged from the disaster.
- d. Contract for portable toilets and for their maintenance. Dale Bauman will supply portable toilets in disaster. Pioneer Seed has if not in peak season.

#### 4. Landfill Operation

The Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.
- e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Clay Center is not adequate.

#### V. EMERGENCY OPERATIONS CENTER Fire Hall - School – Fair Grounds

##### A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions.
3. Sign Disaster Declaration.
4. Exercise final authority on subjects such as:
  - a. Curfews



- b. Price restrictions
  - c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decision
- 5. Approve emergency legislation for the city.
  - 6. Mayor, Council President in Mayor's absence, may activate EOC.
  - 7. Emergency Public Information (LEOP - Annex D)
    - a. The Mayor and/or the EOC will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
    - b. The Mayor and/or EOC will designate a PIO at the time of the disaster if one is not appointed.
    - c. Emergency public information responsibilities include:
      - 1) Establishing an Information Center to:
        - a) Release emergency directions and information to radio, television and newspaper.
        - b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
    - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
    - e. Serve as the source through which the media will gain access to public officials, if required.
    - f. Provide current and accurate information to the general public making inquiries.
- B. Mayor

The Mayor is the administrative head of Clay Center city government. The Mayor has final authority for all City Departments. The Mayor and Council will coordinate with the Emergency Management Director in providing the direction

and control function for disaster operations. The responsibilities of the Mayor may include, but are not limited to:

1. Coordinate with the City Council members and the Emergency Management Director during disaster operations.
2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Director.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all City Departments and EOC for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruit any city personnel not involved in disaster response who could assist in emergency duties.
  - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Respond to official inquiries.
9. Designate appropriate staff to photograph debris piles before disposal.
10. Ensure that the City Clerk/Treasurer documents expenses for the disaster.
11. Assist Emergency Management Director and EOC in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
12. Work with the Emergency Management Director and EOC in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
13. Advise disaster victims of temporary emergency housing.

14. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.
15. Maintain a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Clay County Emergency Management Director will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Clay Center Mayor. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Sheriff's Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Mayor, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot areas of destruction on maps.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with City Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid and with Clay County Government if the situation dictates.
9. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinate transportation that may be required for evacuation.
11. Advise in the selection of assembly points for transportation.

12. Coordinate shelter operations with the American Red Cross.
  13. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.
  14. Coordinate with City Attorney on any legal emergency matters.
  15. Coordinate with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
  16. Coordinate staging areas with Field Operations.
  17. Disseminate Identification cards for:
    - a. Emergency workers
    - b. Volunteers
    - c. Disaster area residents
    - d. Appointed/elected officials
  18. Coordinate with the Mayor in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
  19. Work with the Mayor in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
  20. Make formal request to the next higher levels of government for assistance if disaster response is beyond the capability of the City.
  21. Provide training for personnel who will respond to a disaster.
  22. Annually review/update this Plan for the City of Clay Center.
- D. City Attorney
1. Provide emergency legal counsel to city officials on subjects such as:
    - a. Curfews
    - b. Price restrictions

- c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
  - d. Temporary waivers for land use
  - e. Other related legal duties
- 2. Draft emergency legislation for the city.
- 3. Provide assistance in negotiating contracts for emergency services.
- E. EOC will inspect or contact the Fire Marshall's Office for Building Inspections. (LEOP - Annex C)
  - 1. Coordinate damage assessment on:
    - a. Public entities
    - b. Homes
    - c. Businesses
- F. City Clerk/Treasurer
  - 1. Witness Disaster Declaration
  - 2. Track and document all expenses for disaster operations from each City Department to include:
    - a. Labor (regular and overtime)
    - b. Equipment
    - c. Materials (to include parts and supplies used from the City's inventory)
  - 3. Coordinate with the EOC in assigning (at the time of the disaster) an account number for emergency expenditures.
  - 4. Provide financial statistics and summaries for the cost of the disaster, when requested.
  - 5. In conjunction with the Mayor, prepare necessary documentation required for state and federal disaster assistance applications.
  - 6. Document all action taken.

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**VILLAGE  
OF  
DEWEESE**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2004**

**VILLAGE OF DEWEESE**  
**EMERGENCY PLAN**

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**EMERGENCY OPERATIONS PLAN**  
**FOR**  
**THE VILLAGE OF DEWEESE**

I. **PURPOSE**

- A. The Emergency Preparedness Mission for the Village of Deweese is to ensure the coordination of village departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of village departments and personnel employed by the Village of Deweese. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the Village of Deweese, that the key officials named thereon meet at least once a year to review the provisions of these guidelines to determine that they are current.

II. **PLANNING FACTORS**

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Deweese is susceptible to a number of hazards.

B. Vulnerable Populations

There are populations at risk in Deweese. These will require special considerations in warning, evacuation, and other areas of disaster response.

C. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Deweese residents during a disaster rests with the Chairman and the Village board. The Chairman will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
- 2. In the absence of the Chairman, the established line of succession is:
  - a. President of the Village board

- b. Senior member of the Village board
- c. An official as appointed/elected by the village board (special election as necessary)

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

1. When alerted of a disaster situation, the 911 Center at the Sheriff's Department will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the 911 Center.
2. After initial response, the Emergency Operations Center will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The Village of Deweese has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations
  - a. First Responders will provide the initial response to a disaster.

- b. These First Responders will use a Unified Incident Command System (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Unified Command may be expanded as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials and members of EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation, but should include Deweese and others, the Chairman (in his absence, the President of the village board), the village Emergency Manager, the Fire Chief, the Sheriff, the Ambulance Head, and the Clay County Emergency Manager.
- b. The EOC is located at Deweese Community Center. This location provides communications capability and ample space with support equipment for disaster operations. (Churches)

## 3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. The Field Command or the EOC Staff may request these services.

## C. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Deweese.

- 1. Communications Capabilities: the Field Operations will establish a command post to maintain contact with the EOC.
- 2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each village Department or agency working the disaster may be required to send a representative to report activities in their area.

### 3. Security of the Disaster Area.

- a. Security may be needed at all the highway points leading into Deweese. The Nebraska State Patrol, the Sheriff's Department and other local police departments can help with security.
- b. Roadblocks: Village/county/state roads departments can help with barricades. The Unified Command or Law Enforcement will contact the 911Center to request these resources from the County Roads Department and/or the State Road Department.
- c. Identification cards for access to the disaster area will be issued in Deweese and Clay County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. Identification cards will be distributed from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Chairman, the EOC Staff will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the village Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the village Clerk.

## IV. FIELD OPERATIONS

#### A. Primary Field Operational Control For The Disaster

1. All Village of Deweese Departments will become familiar with a Unified Incident Command System (NIMS). This Command System will be used to ensure a unified point of contact for field coordination.
2. If the disaster operation dictates, the Unified Command may select staging area(s). The Field Commander will work with and inform the EOC of the location of the staging areas.

#### B. Responsibilities List For Field Operations

1. In preparing this plan, Deweese government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-

inclusive; at the direction of either the Unified Command or the Chairman, village personnel may be requested to perform other disaster duties.

2. The task assignments for each village Department are written in general terms and purposely do not tell each department how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. Clay County Sheriff's Department

1. Deweese First Responders to disaster scene.
2. Implements Incident Command System.
3. Will assess communications capability as one of first priority actions.
4. Notify 911 CENTER OF ADDITIONAL HELP NEEDED.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.
7. Implement established procedures for roadblock locations to isolate Deweese if total isolation of the village is necessary.
8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinate with the EOC for special needs transportation out of area being evacuated.
10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
12. Coordinate traffic control and crowd control in and around the disaster area.
13. Coordinate with the Street Department for barricades, signs, and flags at control points as established and coordinated through the EOC.

14. Conduct search and rescue operations with Fire Department personnel.
15. May request opening the EOC for assistance in coordinating disaster response.
16. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.
17. May initially advise the EOC of area affected and give general damage information.
18. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
19. Be the representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Chairman of any problems.
20. Secure the disaster area
  - a. To include critical public facilities and residences
  - b. Check volunteer ID cards
  - c. Check permanent ID cards of personnel
  - d. Firmly control EOC security from any interference with emergency operations
21. Prevent looting in disaster area.
22. Prevent re-entry into damaged or contaminated buildings.
23. Provide security at shelters, if needed.
24. Provide security for visiting dignitaries.
25. Will notify the EOC of possible security problems.
26. Pick up stray animals.
27. Warning and alerting (Lead agency in hostage situations, bomb threats and other police matters).
28. Act as coroner in absence of County Attorney.
29. Keep accurate records.

D. 911 Center – Sheriff's Department (LEOP - Annex B)

1. Maintain current call-down roster for phone and pagers for key village personnel and others such as the school and businesses.
2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
3. Monitor and disseminate further watches and/or warnings or advisories.
4. After initial request for first response, make necessary notifications to include notifying the Chairman and Emergency Management Directors (village and County).
5. Coordinate emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department (Provided by Fairfield) Fire Chief (LEOP - Annex F)

1. Deweese First Responders to disaster scene.
2. Will assume primary operational control of fire suppression and explosions.
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.
4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinate with Sheriff's Department in search and rescue operations.
8. Assist Sheriff's Department in evacuation efforts.
9. Assist Sheriff's Department in warning by public address system or door-to-door.
10. Assist Sheriff's Department in crowd control/security of the disaster area.
11. Assess need for other village Departments to respond and report this to the EOC.

12. Implement mutual aid agreements with other jurisdictions, as needed.
13. Coordinate staging area with the EOC.
14. Provide back-up equipment for water pumping.
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Be represented at briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Chairman of any problems.
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continue fire suppression operations.
19. Warning and alerting (Lead for fires, rescue, evacuations of victims, and backup for storm spotting if EM not available or threat eminent.
20. Rescue Operations
  - a. Warning and evacuation
  - b. Search and rescue
  - c. Order Shelter in Place
  - d. Body recovery
21. Provide manpower for spotting and any event where manpower is needed.
22. Order of operations:
  - a. Life Safety is the first consideration
  - b. Situation factors
  - c. Rescue
  - d. Fire control
  - e. Property conservation
23. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.



24. Keep accurate records.

F. Emergency Medical Services (Provided by Fairfield) - Rescue Chief (LEOP - Annex G)

1. Deweese First Responders at disaster scene.
2. Implements Incident Command System. Lead agency during non-rescue and non-hazardous material medical emergencies.
3. Set up triage, triage area, and morgue. (McLaughlin Funeral Home, refrigerated truck, MARC).
4. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transport injured to the hospital; check with EOC for open routes to hospital.
6. Implement mutual aid agreements with other jurisdictions as necessary, have EOC alert hospitals of possible influx of patients, and determine the need to call in local nurses and/or inactive emts.
7. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
8. Continue emergency medical services for the remainder of the village.
9. Keep accurate records.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street (Clay County Roads, Water/Waste Water. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department – Superintendent/Clay County Roads Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the 911 Center; the Superintendent will coordinate with the Chairman and EOC on disaster work assignments.
  - b. First priority after a disaster is to clear debris from routes needed for First Responders.
  - c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized by EOC. Briefing the EOC of damage and actions that need to be taken.

- d. Close streets, if requested by EOC, to include transporting/erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Post traffic directional signs, as needed, particularly for evacuation.
  - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Perform priority repairs to streets.
  - h. Repair storm sewers.
  - i. Meet requirements for disposal of disaster debris.
  - j. Will establish additional temporary tree burning areas, as needed.
  - k. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
2. South Central Public Power District
- a. Will report to the EOC for development of a plan.
  - b. Will survey area for damage.
  - c. De-energize downed power lines.
  - d. Restore service as prioritized.
  - e. Coordinate with the EOC and supplier in finding a temporary source of electricity should the village need it to restore utility service.
  - f. Keep the EOC and supplier informed of current situation and when service may be restored.
  - g. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
  - h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.
  - i. Provide emergency lighting where needed for disaster operations.
  - j. Coordinate use of emergency power generators with the EOC.

### 3. Additional Public Works duties:

#### Water Department

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.
  - 1) Locate suitable containers; fill with uncontaminated water.
  - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water.
- h. Safety inspects water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Chairman, board President, Emergency Management Director.

#### Wastewater Department

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects wastewater system if damaged from the disaster.
- d. Contract for portable toilets and for their maintenance. Dale Bauman will supply portable toilets in disaster. Pioneer Seed has if not in peak season.

#### 4. Landfill Operation

The Chairman will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected village Departments and the EOC, establish temporary site for collection of debris.
- e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Deweese is not adequate.

#### V. EMERGENCY OPERATIONS CENTER Community Building - churches

##### A. Chairman/Village Board (LEOP - Annex A)

Responsibilities of the Chairman and village board during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions.
3. Sign Disaster Declaration.
4. Exercise final authority on subjects such as:
  - a. Curfews

- b. Price restrictions
  - c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decision
- 5. Approve emergency legislation for the village.
  - 6. Chairman, board President in Chairman's absence, may activate EOC.
  - 7. Emergency Public Information (LEOP - Annex D)
    - a. The Chairman and/or the EOC will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
    - b. The Chairman and/or EOC will designate a PIO at the time of the disaster if one is not appointed.
    - c. Emergency public information responsibilities include:
      - 1) Establishing an Information Center to:
        - a) Release emergency directions and information to radio, television and newspaper.
        - b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
    - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
    - e. Serve as the source through which the media will gain access to public officials, if required.
    - f. Provide current and accurate information to the general public making inquiries.
- B. Chairman

The Chairman is the administrative head of Deweese village government. The Chairman has final authority for all village Departments. The Chairman and Board will coordinate with the Emergency Management Director in providing the

direction and control function for disaster operations. The responsibilities of the Chairman may include, but are not limited to:

1. Coordinate with the village board members and the Emergency Management Director during disaster operations.
2. The Chairman will be alerted of a disaster situation by the dispatcher or Emergency Management Director.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all village Departments and EOC for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruit any village personnel not involved in disaster response who could assist in emergency duties.
  - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Respond to official inquiries.
9. Designate appropriate staff to photograph debris piles before disposal.
10. Ensure that the village Clerk/Treasurer documents expenses for the disaster.
11. Assist Emergency Management Director and EOC in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
12. Work with the Emergency Management Director and EOC in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.

13. Advise disaster victims of temporary emergency housing.
14. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.
15. Maintain a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Clay County Emergency Management Director will act as a disaster operations advisor to the Chairman and village board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Deweese Chairman. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Sheriff's Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Chairman, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot areas of destruction on maps.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with village Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid and with Clay County Government if the situation dictates.
9. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinate transportation that may be required for evacuation.

11. Advise in the selection of assembly points for transportation.
12. Coordinate shelter operations with the American Red Cross.
13. Recommend that the Chairman\ board declare an emergency; prepare the Disaster Declaration for signature of Chairman and witness of Clerk.
14. Coordinate with village Attorney on any legal emergency matters.
15. Coordinate with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
16. Coordinate staging areas with Field Operations.
17. Disseminate Identification cards for:
  - a. Emergency workers
  - b. Volunteers
  - c. Disaster area residents
  - d. Appointed/elected officials
18. Coordinate with the Chairman in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
19. Work with the Chairman in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
20. Make formal request to the next higher levels of government for assistance if disaster response is beyond the capability of the village.
21. Provide training for personnel who will respond to a disaster.
22. Annually review/update this Plan for the Village of Deweese.

D. Village Attorney

1. Provide emergency legal counsel to village officials on subjects such as:
  - a. Curfews



- b. Price restrictions
  - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
  - d. Temporary waivers for land use
  - e. Other related legal duties
- 2. Draft emergency legislation for the Village.
- 3. Provide assistance in negotiating contracts for emergency services.
- E. EOC will inspect or contact the Fire Marshall's Office for Building Inspections. (LEOP - Annex C)
  - 1. Coordinate damage assessment on:
    - a. Public entities
    - b. Homes
    - c. Businesses
- F. Village Clerk/Treasurer
  - 1. Witness Disaster Declaration
  - 2. Track and document all expenses for disaster operations from each Village Department to include:
    - a. Labor (regular and overtime)
    - b. Equipment
    - c. Materials (to include parts and supplies used from the village's inventory)
  - 3. Coordinate with the EOC in assigning (at the time of the disaster) an account number for emergency expenditures.
  - 4. Provide financial statistics and summaries for the cost of the disaster, when requested.
  - 5. In conjunction with the Chairman, prepare necessary documentation required for state and federal disaster assistance applications.

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**CITY  
OF  
EDGAR**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2004**

**CITY OF EDGAR**  
**EMERGENCY OPERATIONS PLAN**

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**EMERGENCY OPERATIONS PLAN**  
**FOR**  
**THE CITY OF EDGAR**

I. **PURPOSE**

- A. The Emergency Preparedness Mission for the City of Edgar is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Edgar. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the City of Edgar, that the key officials named thereon meet at least once a year to review the provisions of these guidelines to determine that they are current.

II. **PLANNING FACTORS**

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Clay Center is susceptible to a number of hazards.

B. Vulnerable Populations

There are populations at risk in Edgar. These will require special considerations in warning, evacuation, and other areas of disaster response.

C. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Edgar residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
- 2. In the absence of the Mayor, the established line of succession is:
  - a. President of the City Council

- b. Senior member of the City Council
- c. An official as appointed/elected by the City Council (special election as necessary)

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

- 1. When alerted of a disaster situation, the 911 Center at the Sheriff's Department will begin notification of those on their emergency notification list.
- 2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

- 1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the 911 Center.
- 2. After initial response, the Emergency Operations Center will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
- 3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.
- 4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The City of Edgar has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

- 1. Field Operations
  - a. First Responders will provide the initial response to a disaster.

- b. These First Responders will use a Unified Incident Command System (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Unified Command may be expanded as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials and members of EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation, but should include among others, the Mayor (in his absence, the President of the City Council), the City Emergency Manager, the Fire Chief, the Sheriff, the Ambulance Head, and the Clay County Emergency Manager.
- b. The EOC is located at Edgar Fire Hall. This location provides communications capability and ample space with support equipment for disaster operations. (Sugden Center, McReynolds Farm, Crumbliss Farm, Churches, Sandy Creek).

## 3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. The Field Command or the EOC Staff may request these services.

## D. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Edgar.

- 1. Communications Capabilities: the Field Operations will establish a command post to maintain contact with the EOC.
- 2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.

### 3. Security of the Disaster Area.

- a. Security may be needed at all the highway points leading into Edgar. The Nebraska State Patrol, the Sheriff's Department and other local police departments can help with security.
- b. Roadblocks: Village/county/state roads departments can help with barricades. The Unified Command or Law Enforcement will contact the 911Center to request these resources from the County Roads Department and/or the State Road Department.
- c. Identification cards for access to the disaster area will be issued in Edgar and Clay County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. Identification cards will be distributed from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Mayor, the EOC Staff will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk.

## IV. FIELD OPERATIONS

#### A. Primary Field Operational Control For The Disaster

1. All City of Edgar Departments will become familiar with a Unified Incident Command System (NIMS). This Command System will be used to ensure a unified point of contact for field coordination.
2. If the disaster operation dictates, the Unified Command may select staging area(s). The Field Commander will work with and inform the EOC of the location of the staging areas.

#### B. Responsibilities List For Field Operations

1. In preparing this plan, Edgar government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department



may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Unified Command or the Mayor, city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell each department how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. CLAY COUNTY SHERIFF'S DEPARTMENT OR FIRE DEPARTMENT IF CCSD IS BUSY SOMEWHERE ELSE.

1. Among First Responders to disaster scene.
2. Implements Incident Command System.
3. Will assess communications capability as one of first priority actions.
4. Notify 911 CENTER OF ADDITIONAL HELP NEEDED.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.
7. Implement established procedures for roadblock locations to isolate Clay Center if total isolation of the City is necessary.
8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinate with the EOC for special needs transportation out of area being evacuated.
10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
12. Coordinate traffic control and crowd control in and around the disaster area.

13. Coordinate with the Street Department for barricades, signs, and flags at control points as established and coordinated through the EOC.
14. Conduct search and rescue operations with Fire Department personnel.
15. May request opening the EOC for assistance in coordinating disaster response.
16. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.
17. May initially advise the EOC of area affected and give general damage information.
18. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
19. Be the representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
20. Secure the disaster area
  - a. To include critical public facilities and residences
  - b. Check volunteer ID cards
  - c. Check permanent ID cards of personnel
  - d. Firmly control EOC security from any interference with emergency operations
21. Prevent looting in disaster area.
22. Prevent re-entry into damaged or contaminated buildings.
23. Provide security at shelters, if needed.
24. Provide security for visiting dignitaries.
25. Will notify the EOC of possible security problems.
26. Pick up stray animals.
27. Warning and alerting (Lead agency in hostage situations, bomb threats and other police matters).

28. Act as coroner in absence of County Attorney.

29. Keep accurate records.

D. 911 Center – Sheriff's Department (LEOP - Annex B)

1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the school and businesses.
2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
3. Monitor and disseminate further watches and/or warnings or advisories.
4. After initial request for first response, make necessary notifications to include notifying the Mayor and Emergency Management Directors (City/County).
5. Coordinate emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene.
2. Will assume primary operational control of fire suppression and explosions.
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.
4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinate with The Sheriff's Department in search and rescue operations.
8. Assist Sheriff's Department in evacuation efforts.
9. Warning the public by address system or door-to-door.
10. Assist Sheriff's Department in crowd control/security of the disaster area.

11. Assess need for other City Departments to respond and report this to the EOC.
12. Implement mutual aid agreements with other jurisdictions, as needed.
13. Coordinate staging area with the EOC.
14. Provide back-up equipment for water pumping.
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Be represented at briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continue fire suppression operations.
19. Warning and alerting (Lead for fires, rescue, evacuations of victims, and backup for storm spotting if EM not available or threat eminent.
20. Rescue Operations
  - a. Warning and evacuation
  - b. Search and rescue
  - c. Order Shelter in Place
  - d. Body recovery
21. Provide manpower for spotting and any event where manpower is needed.
22. Order of operations:
  - a. Life Safety is the first consideration.
  - b. Situation factors
  - c. Rescue
  - d. re control
  - e. Property conservation.

23. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.

24. Keep accurate records.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among First Responders at disaster scene.
2. Implements Incident Command System. Lead agency during non-rescue and non-hazardous material medical emergencies.
3. Set up triage, triage area, and morgue. (Williams Funeral Home, refrigerated truck).
4. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transport injured to the hospital; check with EOC for open routes to hospital.
6. Implement mutual aid agreements with other jurisdictions as necessary, have EOC alert hospitals of possible influx of patients, and determine the need to call in local nurses and/or inactive EMTs.
7. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
8. Continue emergency medical services for the remainder of the City.
9. Keep accurate records.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the 911 Center; the Superintendent will coordinate with the Mayor and EOC on disaster work assignments.
  - b. First priority after a disaster is to clear debris from routes needed for First Responders.

- c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized by EOC. Briefing the EOC of damage and actions that need to be taken.
  - d. Close streets, if requested by EOC, to include transporting/erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Post traffic directional signs, as needed, particularly for evacuation.
  - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Perform priority repairs to streets.
  - h. Repair storm sewers.
  - i. Meet requirements for disposal of disaster debris.
  - j. Will establish additional temporary tree burning areas, as needed.
  - k. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
2. South Central Public Power
- a. Will report to the EOC for development of a plan.
  - b. Will survey area for damage.
  - c. De-energize downed power lines.
  - d. Restore service as prioritized.
  - e. Coordinate with the EOC and supplier in finding a temporary source of electricity should the City need it to restore utility service.
  - f. Keep the EOC and supplier informed of current situation and when service may be restored.
  - g. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
  - h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.

- i. Provide emergency lighting where needed for disaster operations.
- j. Coordinate use of emergency power generators with the EOC.

### 3. Water and Wastewater Departments

#### Water Department

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.
  - 1) Locate suitable containers; fill with uncontaminated water.
  - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water.
- h. Safety inspects water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, and Emergency Management Director.

#### Wastewater Department

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects wastewater system if damaged from the disaster.

d. Contract for portable toilets and for their maintenance. Dale Bauman will supply portable toilets in disaster. Pioneer Seed has if not in peak season.

#### 4. Landfill Operation

The Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.
- e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Clay Center is not adequate.

#### V. EMERGENCY OPERATIONS CENTER Fire Hall - Sugden Center

##### A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

- 1. Make executive decisions; establish policy needed to effectively respond to the disaster.
- 2. Exercise emergency powers; provide policy decisions.
- 3. Sign Disaster Declaration.



4. Exercise final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decision
5. Approve emergency legislation for the city.
6. Mayor, Council President in Mayor's absence, may activate EOC.
7. Emergency Public Information (LEOP - Annex D)
  - a. The Mayor and/or the EOC will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
  - b. The Mayor and/or EOC will designate a PIO at the time of the disaster if one is not appointed.
  - c. Emergency public information responsibilities include:
    - 1) Establishing an Information Center to:
      - a) Release emergency directions and information to radio, television and newspaper.
      - b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
    - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
    - e. Serve as the source through which the media will gain access to public officials, if required.
    - f. Provide current and accurate information to the general public making inquiries.

## B. Mayor

The Mayor is the administrative head of Edgar city government. The Mayor has final authority for all City Departments. The Mayor and Council will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. The responsibilities of the Mayor may include, but are not limited to:

1. Coordinate with the City Council members and the Emergency Management Director during disaster operations.
2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Director.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all City Departments and EOC for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruit any city personnel not involved in disaster response who could assist in emergency duties.
  - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Respond to official inquiries.
9. Designate appropriate staff to photograph debris piles before disposal.
10. Ensure that the City Clerk/Treasurer documents expenses for the disaster.
11. Assist Emergency Management Director and EOC in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.

12. Work with the Emergency Management Director and EOC in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
13. Advise disaster victims of temporary emergency housing.
14. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.
15. Maintain a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Clay County Emergency Management Director will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Clay Center Mayor. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Sheriff's Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Mayor, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot areas of destruction on maps.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with City Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid and with Clay County Government if the situation dictates.

9. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinate transportation that may be required for evacuation.
11. Advise in the selection of assembly points for transportation.
12. Coordinate shelter operations with the American Red Cross.
13. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.
14. Coordinate with City Attorney on any legal emergency matters.
15. Coordinate with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
16. Coordinate staging areas with Field Operations.
17. Disseminate Identification cards for:
  - a. Emergency workers
  - b. Volunteers
  - c. Disaster area residents
  - d. Appointed/elected officials
18. Coordinate with the Mayor in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
19. Work with the Mayor in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
20. Make formal request to the next higher levels of government for assistance if disaster response is beyond the capability of the City.
21. Provide training for personnel who will respond to a disaster.
22. Annually review/update this Plan for the City of Clay Center.

## D. City Attorney

1. Provide emergency legal counsel to city officials on subjects such as:
  - a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
  - d. Temporary waivers for land use
  - e. Other related legal duties
2. Draft emergency legislation for the city.
3. Provide assistance in negotiating contracts for emergency services.

E. EOC will inspect or contact the Fire Marshall's Office for Building Inspections.  
(LEOP - Annex C)

1. Coordinate damage assessment on:
  - a. Public entities
  - b. Homes
  - c. Businesses

## F. City Clerk/Treasurer

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations from each City Department to include:
  - a. Labor (regular and overtime)
  - b. Equipment
  - c. Materials (to include parts and supplies used from the City's inventory)
3. Coordinate with the EOC in assigning (at the time of the disaster) an account number for emergency expenditures.

4. Provide financial statistics and summaries for the cost of the disaster, when requested.
5. In conjunction with the Mayor, prepare necessary documentation required for state and federal disaster assistance applications.
6. Document all action taken.

**CITY  
OF  
FAIRFIELD**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2004**

**CITY OF FAIRFIELD**  
**EMERGENCY PLAN**

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**EMERGENCY OPERATIONS PLAN**  
**FOR**  
**THE CITY OF FAIRFIELD**

I. **PURPOSE**

- A. The Emergency Preparedness Mission for the City of Fairfield is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Fairfield. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the City of Fairfield, that the key officials named thereon meet at least once a year to review the provisions of these guidelines to determine that they are current.

II. **PLANNING FACTORS**

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Clay Center is susceptible to a number of hazards.

B. Vulnerable Populations

There are populations at risk in Fairfield. These will require special considerations in warning, evacuation, and other areas of disaster response.

C. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Fairfield residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
- 2. In the absence of the Mayor, the established line of succession is:
  - a. President of the City Council

- b. Senior member of the City Council
- c. An official as appointed/elected by the City Council (special election as necessary)

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

1. When alerted of a disaster situation, the 911 Center at the Sheriff's Department will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the 911 Center.
2. After initial response, the Emergency Operations Center will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The City of Fairfield has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations
  - a. First Responders will provide the initial response to a disaster.

- b. These First Responders will use a Unified Incident Command System (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Unified Command may be expanded as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials and members of EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation, but should include among others, the Mayor (in his absence, the President of the City Council), the City Emergency Manager, the Fire Chief, the Police Chief, the Ambulance Head, and the Clay County Emergency Manager.
- b. The EOC is located at Fairfield Fire Hall. This location provides communications capability and ample space with support equipment for disaster operations. (School, Churches, Sandy Creek).

## 3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. The Field Command or the EOC Staff may request these services.

## C. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Fairfield.

1. Communications Capabilities: the Field Operations will establish a command post to maintain contact with the EOC.
2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.

### 3. Security of the Disaster Area.

- a. Security may be needed at all the highway points leading into Fairfield. The Nebraska State Patrol, the Sheriff's Department and other local police departments can help with security.
- b. Roadblocks: Village/county/state roads departments can help with barricades. The Unified Command or Law Enforcement will contact the 911Center to request these resources from the County Roads Department and/or the State Road Department.
- c. Identification cards for access to the disaster area will be issued in Fairfield and Clay County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. Identification cards will be distributed from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Mayor, the EOC Staff will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk.

## IV. FIELD OPERATIONS

#### A. Primary Field Operational Control For The Disaster

1. All City of Fairfield Departments will become familiar with a Unified Incident Command System (NIMS). This Command System will be used to ensure a unified point of contact for field coordination.
2. If the disaster operation dictates, the Unified Command may select staging area(s). The Field Commander will work with and inform the EOC of the location of the staging areas.

#### B. Responsibilities List For Field Operations

1. In preparing this plan, Fairfield government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-

inclusive; at the direction of either the Unified Command or the Mayor, city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell each department how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. POLICE DEPARTMENT – (LEOP – Annex H)

1. Among First Responders to disaster scene.
2. Implements Incident Command System.
3. Will assess communications capability as one of first priority actions.
4. Notify 911 CENTER OF ADDITIONAL HELP NEEDED.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.
7. Implement established procedures for roadblock locations to isolate Clay Center if total isolation of the City is necessary.
8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinate with the EOC for special needs transportation out of area being evacuated.
10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
12. Coordinate traffic control and crowd control in and around the disaster area.
13. Coordinate with the Street Department for barricades, signs, and flags at control points as established and coordinated through the EOC.

14. Conduct search and rescue operations with Fire Department personnel.
15. May request opening the EOC for assistance in coordinating disaster response.
16. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent...
17. May initially advise the EOC of area affected and give general damage information.
18. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
19. Be the representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
20. Secure the disaster area
  - a. To include critical public facilities and residences
  - b. Check volunteer ID cards
  - c. Check permanent ID cards of personnel
  - d. Firmly control EOC security from any interference with emergency operations
21. Prevent looting in disaster area.
22. Prevent re-entry into damaged or contaminated buildings.
23. Provide security at shelters, if needed.
24. Provide security for visiting dignitaries.
25. Will notify the EOC of possible security problems.
26. Pick up stray animals.
27. Warning and alerting (Lead agency in hostage situations, bomb threats and other police matters).
28. Act as coroner in absence of County Attorney.
29. Keep accurate records.

D. 911 Center – Sheriff's Department (LEOP - Annex B)

1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the school and businesses.
2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
3. Monitor and disseminate further watches and/or warnings or advisories.
4. After initial request for first response, make necessary notifications to include notifying the Mayor and Emergency Management Directors (City and County).
5. Coordinate emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene.
2. Will assume primary operational control of fire suppression and explosions.
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.
4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinate with Police Department in search and rescue operations.
8. Assist Police Department in evacuation efforts.
9. Assist Police Department in warning by public address system or door-to-door.
10. Assist Police Department in crowd control/security of the disaster area.
11. Assess need for other City Departments to respond and report this to the EOC.

12. Implement mutual aid agreements with other jurisdictions, as needed.
13. Coordinate staging area with the EOC.
14. Provide back-up equipment for water pumping.
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Be represented at briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continue fire suppression operations.
19. Warning and alerting (Lead for fires, rescue, evacuations of victims, and backup for storm spotting if EM not available or threat eminent.
20. Rescue Operations
  - a. Warning and evacuation
  - b. Search and rescue
  - c. Order Shelter in Place
  - d. Body recovery
21. Provide manpower for spotting and any event where manpower is needed.
22. Order of operations:
  - a. Life Safety is the first consideration
  - b. Situation factors
  - c. Rescue
  - d. Fire control
  - e. Property conservation.



23. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.

24. Keep accurate records.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among First Responders at disaster scene.
2. Implements Incident Command System. Lead agency during non-rescue and non-hazardous material medical emergencies.
3. Set up triage, triage area, and morgue. (McLaughlin Funeral Home, refrigerated truck, MARC).
4. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transport injured to the hospital; check with EOC for open routes to hospital.
6. Implement mutual aid agreements with other jurisdictions as necessary, have EOC alert hospitals of possible influx of patients, and determine the need to call in local nurses and/or inactive emts.
7. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
8. Continue emergency medical services for the remainder of the City.
9. Keep accurate records.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the 911 Center; the Superintendent will coordinate with the Mayor and EOC on disaster work assignments.
  - b. First priority after a disaster is to clear debris from routes needed for First Responders.

- c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized by EOC. Briefing the EOC of damage and actions that need to be taken.
  - d. Close streets, if requested by EOC, to include transporting/erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Post traffic directional signs, as needed, particularly for evacuation.
  - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Perform priority repairs to streets.
  - h. Repair storm sewers.
  - i. Meet requirements for disposal of disaster debris.
  - j. Will establish additional temporary tree burning areas, as needed.
  - k. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
2. South Central Public Power District
- a. Will report to the EOC for development of a plan.
  - b. Will survey area for damage.
  - c. De-energize downed power lines.
  - d. Restore service as prioritized.
  - e. Coordinate with the EOC and supplier in finding a temporary source of electricity should the City need it to restore utility service.
  - f. Keep the EOC and supplier informed of current situation and when service may be restored.
  - g. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
  - h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.
  - i. Provide emergency lighting where needed for disaster operations.

- j. Coordinate use of emergency power generators with the EOC.

3. Additional Public Works duties:

Water Department

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.
  - 1) Locate suitable containers; fill with uncontaminated water.
  - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water.
- h. Safety inspects water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, and Emergency Management Director.

Wastewater Department

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects wastewater system if damaged from the disaster.
- d. Contract for portable toilets and for their maintenance. Dale Bauman will supply portable toilets in disaster. Pioneer Seed has if not in peak season.

#### 4. Landfill Operation

The Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.
- e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Fairfield is not adequate.

#### V. EMERGENCY OPERATIONS CENTER Fire Hall - School – Churches

##### A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions.
3. Sign Disaster Declaration.
4. Exercise final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions

- c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decision
5. Approve emergency legislation for the city.
6. Mayor, Council President in Mayor's absence, may activate EOC.
7. Emergency Public Information (LEOP - Annex D)
- a. The Mayor and/or the EOC will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
  - b. The Mayor and/or EOC will designate a PIO at the time of the disaster if one is not appointed.
  - c. Emergency public information responsibilities include:
    - 1) Establishing an Information Center to:
      - a) Release emergency directions and information to radio, television and newspaper.
      - b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
    - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
    - e. Serve as the source through which the media will gain access to public officials, if required.
    - f. Provide current and accurate information to the general public making inquiries.
- B. Mayor

The Mayor is the administrative head of Fairfield city government. The Mayor has final authority for all City Departments. The Mayor and Council will coordinate with the Emergency Management Director in providing the direction

and control function for disaster operations. The responsibilities of the Mayor may include, but are not limited to:

1. Coordinate with the City Council members and the Emergency Management Director during disaster operations.
2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Director.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all City Departments and EOC for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruit any city personnel not involved in disaster response who could assist in emergency duties.
  - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Respond to official inquiries.
9. Designate appropriate staff to photograph debris piles before disposal.
10. Ensure that the City Clerk/Treasurer documents expenses for the disaster.
11. Assist Emergency Management Director and EOC in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
12. Work with the Emergency Management Director and EOC in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
13. Advise disaster victims of temporary emergency housing.

14. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.
15. Maintain a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Clay County Emergency Management Director will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Fairfield Mayor. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Sheriff's Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Mayor, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot areas of destruction on maps.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with City Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid and with Clay County Government if the situation dictates.
9. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinate transportation that may be required for evacuation.
11. Advise in the selection of assembly points for transportation.

12. Coordinate shelter operations with the American Red Cross.
13. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.
14. Coordinate with City Attorney on any legal emergency matters.
15. Coordinate with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
16. Coordinate staging areas with Field Operations.
17. Disseminate Identification cards for:
  - a. Emergency workers
  - b. Volunteers
  - c. Disaster area residents
  - d. Appointed/elected officials
18. Coordinate with the Mayor in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
19. Work with the Mayor in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
20. Make formal request to the next higher levels of government for assistance if disaster response is beyond the capability of the City.
21. Provide training for personnel who will respond to a disaster.
22. Annually review/update this Plan for the City of Fairfield.

D. City Attorney

1. Provide emergency legal counsel to city officials on subjects such as:
  - a. Curfews
  - b. Price restrictions



- c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
  - d. Temporary waivers for land use
  - e. Other related legal duties
- 2. Draft emergency legislation for the city.
- 3. Provide assistance in negotiating contracts for emergency services.
- E. EOC will inspect or contact the Fire Marshall's Office for Building Inspections. (LEOP - Annex C)
  - 1. Coordinate damage assessment on:
    - a. Public entities
    - b. Homes
    - c. Businesses
- F. City Clerk/Treasurer
  - 1. Witness Disaster Declaration
  - 2. Track and document all expenses for disaster operations from each City Department to include:
    - a. Labor (regular and overtime)
    - b. Equipment
    - c. Materials (to include parts and supplies used from the City's inventory)
  - 3. Coordinate with the EOC in assigning (at the time of the disaster) an account number for emergency expenditures.
  - 4. Provide financial statistics and summaries for the cost of the disaster, when requested.
  - 5. In conjunction with the Mayor, prepare necessary documentation required for state and federal disaster assistance applications.
  - 6. Document all action taken.

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**VILLAGE  
OF  
GLENVIL**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2004**

**VILLAGE OF GLENVIL**  
**EMERGENCY PLAN**

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**EMERGENCY OPERATIONS PLAN**  
**FOR**  
**THE VILLAGE OF GLENVIL**

I. **PURPOSE**

- A. The Emergency Preparedness Mission for the Village of Glenvil is to ensure the coordination of village departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of village departments and personnel employed by the Village of Glenvil. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the Village of Glenvil, that the key officials named thereon meet at least once a year to review the provisions of these guidelines to determine that they are current.

II. **PLANNING FACTORS**

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Glenvil is susceptible to a number of hazards.

B. Vulnerable Populations

There are populations at risk in Glenvil. These will require special considerations in warning, evacuation, and other areas of disaster response.

C. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Glenvil residents during a disaster rests with the Chairman and the Village board. The Chairman will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
- 2. In the absence of the Chairman, the established line of succession is:
  - a. President of the village board

- b. Senior member of the village board
- c. An official as appointed/elected by the village board (special election as necessary)

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

- 1. When alerted of a disaster situation, the 911 Center at the Sheriff's Department will begin notification of those on their emergency notification list.
- 2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

- 1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the 911 Center.
- 2. After initial response, the Emergency Operations Center will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
- 3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the village begins the process of recovery from the disaster.
- 4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The Village of Glenvil has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

- 1. Field Operations
  - a. First Responders will provide the initial response to a disaster.

- b. These First Responders will use a Unified Incident Command System (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Unified Command may be expanded as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials and members of EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation, but should include among others, the Chairman (in his absence, the President of the village board), the village Emergency Manager, the Fire Chief, the Police Chief, the Ambulance Head, and the Clay County Emergency Manager.
- b. The EOC is located at Glenvil Fire Hall. This location provides communications capability and ample space with support equipment for disaster operations. (Churches)

## 3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. The Field Command or the EOC Staff may request these services.

## C. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Glenvil.

- 1. Communications Capabilities: the Field Operations will establish a command post to maintain contact with the EOC.
- 2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each village Department or agency working the disaster may be required to send a representative to report activities in their area.

### 3. Security of the Disaster Area.

- a. Security may be needed at all the highway points leading into Glenvil. The Nebraska State Patrol, the Sheriff's Department and other local police departments can help with security.
- b. Roadblocks: Village/county/state roads departments can help with barricades. The Unified Command or Law Enforcement will contact the 911Center to request these resources from the County Roads Department and/or the State Road Department.
- c. Identification cards for access to the disaster area will be issued in Glenvil and Clay County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. Identification cards will be distributed from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Chairman, the EOC Staff will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the village Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the village Clerk.

## IV. FIELD OPERATIONS

#### A. Primary Field Operational Control For The Disaster

1. All Village of Glenvil Departments will become familiar with a Unified Incident Command System (NIMS). This Command System will be used to ensure a unified point of contact for field coordination.
2. If the disaster operation dictates, the Unified Command may select staging area(s). The Field Commander will work with and inform the EOC of the location of the staging areas.

#### B. Responsibilities List For Field Operations

1. In preparing this plan, Glenvil government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-



inclusive; at the direction of either the Unified Command or the Chairman, village personnel may be requested to perform other disaster duties.

2. The task assignments for each village Department are written in general terms and purposely do not tell each department how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. POLICE DEPARTMENT – (LEOP – Annex H)

1. Among First Responders to disaster scene.
2. Implements Incident Command System.
3. Will assess communications capability as one of first priority actions.
4. Notify 911 CENTER OF ADDITIONAL HELP NEEDED.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.
7. Implement established procedures for roadblock locations to isolate Glenvil if total isolation of the village is necessary.
8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinate with the EOC for special needs transportation out of area being evacuated.
10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
12. Coordinate traffic control and crowd control in and around the disaster area.
13. Coordinate with the Street Department for barricades, signs, and flags at control points as established and coordinated through the EOC.

14. Conduct search and rescue operations with Fire Department personnel.
15. May request opening the EOC for assistance in coordinating disaster response.
16. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.
17. May initially advise the EOC of area affected and give general damage information.
18. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
19. Be the representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Chairman of any problems.
20. Secure the disaster area
  - a. To include critical public facilities and residences
  - b. Check volunteer ID cards
  - c. Check permanent ID cards of personnel
  - d. Firmly control EOC security from any interference with emergency operations
21. Prevent looting in disaster area.
22. Prevent re-entry into damaged or contaminated buildings.
23. Provide security at shelters, if needed.
24. Provide security for visiting dignitaries.
25. Will notify the EOC of possible security problems.
26. Pick up stray animals.
27. Warning and alerting (Lead agency in hostage situations, bomb threats and other police matters).
28. Act as coroner in absence of County Attorney.
29. Keep accurate records.

D. 911 Center – Sheriff's Department (LEOP - Annex B)

1. Maintain current call-down roster for phone and pagers for key village personnel and others such as the school and businesses.
2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
3. Monitor and disseminate further watches and/or warnings or advisories.
4. After initial request for first response, make necessary notifications to include notifying the Chairman and Emergency Management Directors (village and County).
5. Coordinate emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene.
2. Will assume primary operational control of fire suppression and explosions.
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.
4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinate with the Police Department in search and rescue operations.
8. Assist Police Department in evacuation efforts.
9. Assist Police Department in warning by public address system or door-to-door.
10. Assist Police Department in crowd control/security of the disaster area.
11. Assess need for other village Departments to respond and report this to the EOC.

12. Implement mutual aid agreements with other jurisdictions, as needed.
13. Coordinate staging area with the EOC.
14. Provide back-up equipment for water pumping.
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Be represented at briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Chairman of any problems.
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continue fire suppression operations.
19. Warning and alerting (Lead for fires, rescue, evacuations of victims, and backup for storm spotting if EM not available or threat eminent.
20. Rescue Operations
  - a. Warning and evacuation
  - b. Search and rescue
  - c. Order Shelter in Place
  - d. Body recovery
21. Provide manpower for spotting and any event where manpower is needed.
22. Order of operations:
  - a. Life Safety is the first consideration.
  - b. Situation factors
  - c. Rescue
  - d. Fire control
  - e. Property conservation.
23. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.

24. Keep accurate records.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among First Responders at disaster scene.
2. Implements Incident Command System. Lead agency during non-rescue and non-hazardous material medical emergencies.
3. Set up triage, triage area, and morgue. (McLaughlin Funeral Home, refrigerated truck, MARC).
4. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transport injured to the hospital; check with EOC for open routes to hospital.
6. Implement mutual aid agreements with other jurisdictions as necessary, have EOC alert hospitals of possible influx of patients, and determine the need to call in local nurses and/or inactive emts.
7. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
8. Continue emergency medical services for the remainder of the village.
9. Keep accurate records.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the 911 Center; the Superintendent will coordinate with the Chairman and EOC on disaster work assignments.
  - b. First priority after a disaster is to clear debris from routes needed for First Responders.
  - c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized by EOC. Briefing the EOC of damage and actions that need to be taken.

- d. Close streets, if requested by EOC, to include transporting/erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Post traffic directional signs, as needed, particularly for evacuation.
  - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Perform priority repairs to streets.
  - h. Repair storm sewers.
  - i. Meet requirements for disposal of disaster debris.
  - j. Will establish additional temporary tree burning areas, as needed.
  - k. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
2. South Central Public Power
- a. Will report to the EOC for development of a plan.
  - b. Will survey area for damage.
  - c. De-energize downed power lines.
  - d. Restore service as prioritized.
  - e. Coordinate with the EOC and supplier in finding a temporary source of electricity should the village need it to restore utility service.
  - f. Keep the EOC and supplier informed of current situation and when service may be restored.
  - g. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
  - h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.
  - i. Provide emergency lighting where needed for disaster operations.
  - j. Coordinate use of emergency power generators with the EOC.

## 3. Additional Public Works duties:

## Water Department

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.
  - 1) Locate suitable containers; fill with uncontaminated water.
  - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water.
- h. Safety inspects water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Chairman, board President, Emergency Management Director.

## Wastewater Department

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects wastewater system if damaged from the disaster.
- d. Contract for portable toilets and for their maintenance. Dale Bauman will supply portable toilets in disaster. Pioneer Seed has if not in peak season.

#### 4. Landfill Operation

The Chairman will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected village Departments and the EOC, establish temporary site for collection of debris.
- e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Glenvil is not adequate.

#### V. EMERGENCY OPERATIONS CENTER Fire Hall - School – Fair Grounds

##### A. Chairman/ village board (LEOP - Annex A)

Responsibilities of the Chairman and village board during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions.
3. Sign Disaster Declaration.
4. Exercise final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions



- c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decision
- 5. Approve emergency legislation for the village.
  - 6. Chairman, board President in Chairman's absence, may activate EOC.
  - 7. Emergency Public Information (LEOP - Annex D)
    - a. The Chairman and/or the EOC will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
    - b. The Chairman and/or EOC will designate a PIO at the time of the disaster if one is not appointed.
    - c. Emergency public information responsibilities include:
      - 1) Establishing an Information Center to:
        - a) Release emergency directions and information to radio, television and newspaper.
        - b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
      - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
      - e. Serve as the source through which the media will gain access to public officials, if required.
      - f. Provide current and accurate information to the general public making inquiries.

#### B. Chairman

The Chairman is the administrative head of Glenvil village government. The Chairman has final authority for all village Departments. The Chairman and Board will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. The responsibilities of the Chairman may include, but are not limited to:

1. Coordinate with the village board members and the Emergency Management Director during disaster operations.
2. The Chairman will be alerted of a disaster situation by the dispatcher or Emergency Management Director.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all village Departments and EOC for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruit any village personnel not involved in disaster response who could assist in emergency duties.
  - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Respond to official inquiries.
9. Designate appropriate staff to photograph debris piles before disposal.
10. Ensure that the village Clerk/Treasurer documents expenses for the disaster.
11. Assist Emergency Management Director and EOC in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
12. Work with the Emergency Management Director and EOC in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
13. Advise disaster victims of temporary emergency housing.
14. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.

15. Maintain a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Clay County Emergency Management Director will act as a disaster operations advisor to the Chairman and village board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Glenvil Chairman. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Sheriff's Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Chairman, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot areas of destruction on maps.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with village Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid and with Clay County Government if the situation dictates.
9. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinate transportation that may be required for evacuation.
11. Advise in the selection of assembly points for transportation.
12. Coordinate shelter operations with the American Red Cross.

13. Recommend that the Chairman\ board declare an emergency; prepare the Disaster Declaration for signature of Chairman and witness of Clerk.
  14. Coordinate with village Attorney on any legal emergency matters.
  15. Coordinate with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
  16. Coordinate staging areas with Field Operations.
  17. Disseminate Identification cards for:
    - a. Emergency workers
    - b. Volunteers
    - c. Disaster area residents
    - d. Appointed/elected officials
  18. Coordinate with the Chairman in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
  19. Work with the Chairman in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
  20. Make formal request to the next higher levels of government for assistance if disaster response is beyond the capability of the village.
  21. Provide training for personnel who will respond to a disaster.
  22. Annually review/update this Plan for the Village of Glenvil.
- D. Village Attorney
1. Provide emergency legal counsel to village officials on subjects such as:
    - a. Curfews
    - b. Price restrictions
    - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices

- d. Temporary waivers for land use
    - e. Other related legal duties
  - 2. Draft emergency legislation for the Village.
  - 3. Provide assistance in negotiating contracts for emergency services.
- E. EOC will inspect or contact the Fire Marshall's Office for Building Inspections. (LEOP - Annex C)
  - 1. Coordinate damage assessment on:
    - a. Public entities
    - b. Homes
    - c. Businesses
- F. village Clerk/Treasurer
  - 1. Witness Disaster Declaration
  - 2. Track and document all expenses for disaster operations from each Village Department to include:
    - a. Labor (regular and overtime)
    - b. Equipment
    - c. Materials (to include parts and supplies used from the village's inventory)
  - 3. Coordinate with the EOC in assigning (at the time of the disaster) an account number for emergency expenditures.
  - 4. Provide financial statistics and summaries for the cost of the disaster, when requested.
  - 5. In conjunction with the Chairman, prepare necessary documentation required for state and federal disaster assistance applications.
  - 6. Document all action taken.

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**CITY  
OF  
HARVARD**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2004**

**CITY OF HARVARD**  
**EMERGENCY PLAN**

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**EMERGENCY OPERATIONS PLAN**  
**FOR**  
**THE CITY OF HARVARD**

I. **PURPOSE**

- A. The Emergency Preparedness Mission for the City of Harvard is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Harvard. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the City of Harvard, that the key officials named thereon meet at least once a year to review the provisions of these guidelines to determine that they are current.

II. **PLANNING FACTORS**

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Harvard is susceptible to a number of hazards.

B. Vulnerable Populations

There are populations at risk in Harvard. These will require special considerations in warning, evacuation, and other areas of disaster response.

C. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Harvard residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
- 2. In the absence of the Mayor, the established line of succession is:
  - a. President of the City Council

- b. Senior member of the City Council
- c. An official as appointed/elected by the City Council (special election as necessary)

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

1. When alerted of a disaster situation, the 911 Center at the Sheriff's Department will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the 911 Center.
2. After initial response, the Emergency Operations Center will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The City of Harvard has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations
  - a. First Responders will provide the initial response to a disaster.

- b. These First Responders will use a Unified Incident Command System (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Unified Command may be expanded as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials and members of EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation, but should include among others, the Mayor (in his absence, the President of the City Council), the City Emergency Manager, the Fire Chief, the Police Chief, the Ambulance Head, and the Clay County Emergency Manager.
- b. The EOC is located at Harvard Fire Hall. This location provides communications capability and ample space with support equipment for disaster operations. (School, Churches, Harvard Rest Haven, Keith Keller's).

## 3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. The Field Command or the EOC Staff may request these services.

## C. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Harvard.

- 1. Communications Capabilities: the Field Operations will establish a command post to maintain contact with the EOC.
- 2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.

### 3. Security of the Disaster Area.

- a. Security may be needed at all the highway points leading into Harvard. The Nebraska State Patrol, the Sheriff's Department and other local police departments can help with security.
- b. Roadblocks: Village/county/state roads departments can help with barricades. The Unified Command or Law Enforcement will contact the 911Center to request these resources from the County Roads Department and/or the State Road Department.
- c. Identification cards for access to the disaster area will be issued in Harvard and Clay County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. Identification cards will be distributed from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Mayor, the EOC Staff will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk.

## IV. FIELD OPERATIONS

#### A. Primary Field Operational Control For The Disaster

1. All City of Harvard Departments will become familiar with a Unified Incident Command System (NIMS). This Command System will be used to ensure a unified point of contact for field coordination.
2. If the disaster operation dictates, the Unified Command may select staging area(s). The Field Commander will work with and inform the EOC of the location of the staging areas.

#### B. Responsibilities List For Field Operations

1. In preparing this plan, Harvard government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-

inclusive; at the direction of either the Unified Command or the Mayor, city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell each department how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

### C. POLICE DEPARTMENT

1. Among First Responders to disaster scene.
2. Implements Incident Command System.
3. Will assess communications capability as one of first priority actions.
4. Notify 911 CENTER OF ADDITIONAL HELP NEEDED.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.
7. Implement established procedures for roadblock locations to isolate Harvard if total isolation of the City is necessary.
8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinate with the EOC for special needs transportation out of area being evacuated.
10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
12. Coordinate traffic control and crowd control in and around the disaster area.
13. Coordinate with the Street Department for barricades, signs, and flags at control points as established and coordinated through the EOC.

14. Conduct search and rescue operations with Fire Department personnel.
15. May request opening the EOC for assistance in coordinating disaster response.
16. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.
17. May initially advise the EOC of area affected and give general damage information.
18. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
19. Be the representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
20. Secure the disaster area
  - a. To include critical public facilities and residences
  - b. Check volunteer ID cards
  - c. Check permanent ID cards of personnel
  - d. Firmly control EOC security from any interference with emergency operations
21. Prevent looting in disaster area.
22. Prevent re-entry into damaged or contaminated buildings.
23. Provide security at shelters, if needed.
24. Provide security for visiting dignitaries.
25. Will notify the EOC of possible security problems.
26. Pick up stray animals.
27. Warning and alerting (Lead agency in hostage situations, bomb threats and other police matters).
28. Act as coroner in absence of County Attorney.
29. Keep accurate records.

D. 911 Center – Sheriff's Department (LEOP - Annex B)

1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the school and businesses.
2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
3. Monitor and disseminate further watches and/or warnings or advisories.
4. After initial request for first response, make necessary notifications to include notifying the Mayor and Emergency Management Directors (City and County).
5. Coordinate emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene.
2. Will assume primary operational control of fire suppression and explosions.
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.
4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinate with Police Department in search and rescue operations.
8. Assist Police Department in evacuation efforts.
9. Assist Police Department in warning by public address system or door-to-door.
10. Assist Police Department in crowd control/security of the disaster area.
11. Assess need for other City Departments to respond and report this to the EOC.

12. Implement mutual aid agreements with other jurisdictions, as needed.
13. Coordinate staging area with the EOC.
14. Provide back-up equipment for water pumping.
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Be represented at briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continue fire suppression operations.
19. Warning and alerting (Lead for fires, rescue, evacuations of victims, and backup for storm spotting if EM not available or threat eminent.
20. Rescue Operations
  - a. Warning and evacuation
  - b. Search and rescue
  - c. Order Shelter in Place
  - d. Body recovery
21. Provide manpower for spotting and any event where manpower is needed.
22. Order of operations:
  - a. Life Safety is the first consideration.
  - b. Situation factors
  - c. Rescue
  - d. Fire control
  - e. Property conservation.
23. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.



24. Keep accurate records.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among First Responders at disaster scene.
2. Implements Incident Command System. Lead agency during non-rescue and non-hazardous material medical emergencies.
3. Set up triage, triage area, and morgue. (McLaughlin Funeral Home, refrigerated truck, MARC).
4. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transport injured to the hospital; check with EOC for open routes to hospital.
6. Implement mutual aid agreements with other jurisdictions as necessary, have EOC alert hospitals of possible influx of patients, and determine the need to call in local nurses and/or inactive emts.
7. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
8. Continue emergency medical services for the remainder of the City.
9. Keep accurate records.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the 911 Center; the Superintendent will coordinate with the Mayor and EOC on disaster work assignments.
  - b. First priority after a disaster is to clear debris from routes needed for First Responders.
  - c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized by EOC. Briefing the EOC of damage and actions that need to be taken.

- d. Close streets, if requested by EOC, to include transporting/erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Post traffic directional signs, as needed, particularly for evacuation.
  - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Perform priority repairs to streets.
  - h. Repair storm sewers.
  - i. Meet requirements for disposal of disaster debris.
  - j. Will establish additional temporary tree burning areas, as needed.
  - k. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
2. South Central Public Power
- a. Will report to the EOC for development of a plan.
  - b. Will survey area for damage.
  - c. De-energize downed power lines.
  - d. Restore service as prioritized.
  - e. Coordinate with the EOC and supplier in finding a temporary source of electricity should the City need it to restore utility service.
  - f. Keep the EOC and supplier informed of current situation and when service may be restored.
  - g. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
  - h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.
  - i. Provide emergency lighting where needed for disaster operations.
  - j. Coordinate use of emergency power generators with the EOC.

### 3. Additional Public Works duties:

#### Water Department

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.
  - 1) Locate suitable containers; fill with uncontaminated water.
  - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water.
- h. Safety inspects water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, and Emergency Management Director.

#### Wastewater Department

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects wastewater system if damaged from the disaster.
- d. Contract for portable toilets and for their maintenance. Dale Bauman will supply portable toilets in disaster. Pioneer Seed has if not in peak season.

#### 4. Landfill Operation

The Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.
- e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Harvard is not adequate.

#### V. EMERGENCY OPERATIONS CENTER Fire Hall - School – Churches

##### A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions.
3. Sign Disaster Declaration.
4. Exercise final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions

- c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decision
- 5. Approve emergency legislation for the city.
  - 6. Mayor, Council President in Mayor's absence, may activate EOC.
  - 7. Emergency Public Information (LEOP - Annex D)
    - a. The Mayor and/or the EOC will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
    - b. The Mayor and/or EOC will designate a PIO at the time of the disaster if one is not appointed.
    - c. Emergency public information responsibilities include:
      - 1) Establishing an Information Center to:
        - a) Release emergency directions and information to radio, television and newspaper.
        - b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
      - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
      - e. Serve as the source through which the media will gain access to public officials, if required.
      - f. Provide current and accurate information to the general public making inquiries.

#### B. Mayor

The Mayor is the administrative head of Harvard city government. The Mayor has final authority for all City Departments. The Mayor and Council will coordinate with the Emergency Management Director in providing the direction

and control function for disaster operations. The responsibilities of the Mayor may include, but are not limited to:

1. Coordinate with the City Council members and the Emergency Management Director during disaster operations.
2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Director.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all City Departments and EOC for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruit any city personnel not involved in disaster response who could assist in emergency duties.
  - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Respond to official inquiries.
9. Designate appropriate staff to photograph debris piles before disposal.
11. Ensure that the City Clerk/Treasurer documents expenses for the disaster.
17. Assist Emergency Management Director and EOC in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
18. Work with the Emergency Management Director and EOC in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
19. Advise disaster victims of temporary emergency housing.

20. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.
21. Maintain a "salvage depot" for unclaimed items.

### C. Emergency Management Director

The Clay County Emergency Management Director will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Harvard Mayor. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Sheriff's Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Mayor, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot areas of destruction on maps.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with City Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid and with Clay County Government if the situation dictates.
9. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinate transportation that may be required for evacuation.
11. Advise in the selection of assembly points for transportation.
12. Coordinate shelter operations with the American Red Cross.

13. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.
  14. Coordinate with City Attorney on any legal emergency matters.
  15. Coordinate with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
  16. Coordinate staging areas with Field Operations.
  17. Disseminate Identification cards for:
    - a. Emergency workers
    - b. Volunteers
    - c. Disaster area residents
    - d. Appointed/elected officials
  18. Coordinate with the Mayor in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
  19. Work with the Mayor in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
  20. Make formal request to the next higher levels of government for assistance if disaster response is beyond the capability of the City.
  21. Provide training for personnel who will respond to a disaster.
  22. Annually review/update this Plan for the City of Harvard.
- D. City Attorney
1. Provide emergency legal counsel to city officials on subjects such as:
    - a. Curfews
    - b. Price restrictions
    - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices



- d. Temporary waivers for land use
    - e. Other related legal duties
  - 2. Draft emergency legislation for the city.
  - 3. Provide assistance in negotiating contracts for emergency services.
- E. EOC will inspect or contact the Fire Marshall's Office for Building Inspections. (LEOP - Annex C)
  - 1. Coordinate damage assessment on:
    - a. Public entities
    - b. Homes
    - c. Businesses
- F. City Clerk/Treasurer
  - 1. Witness Disaster Declaration
  - 2. Track and document all expenses for disaster operations from each City Department to include:
    - a. Labor (regular and overtime)
    - b. Equipment
    - c. Materials (to include parts and supplies used from the City's inventory)
  - 3. Coordinate with the EOC in assigning (at the time of the disaster) an account number for emergency expenditures.
  - 4. Provide financial statistics and summaries for the cost of the disaster, when requested.
  - 5. In conjunction with the Mayor, prepare necessary documentation required for state and federal disaster assistance applications.
  - 6. Document all action taken.

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**VILLAGE  
OF  
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**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2004**

**VILLAGE OF ONG  
OPERATIONS PLAN****TABLE OF CONTENTS**

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**EMERGENCY OPERATIONS PLAN**  
**FOR**  
**THE VILLAGE OF ONG**

I. **PURPOSE**

- A. The Emergency Preparedness Mission for the Village of Ong is to ensure the coordination of village departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of village departments and personnel employed by the Village of Ong. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the Village of Ong, that the key officials named thereon meet at least once a year to review the provisions of these guidelines to determine that they are current.

II. **PLANNING FACTORS**

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Ong is susceptible to a number of hazards.

B. Vulnerable Populations

There are populations at risk in Ong. These will require special considerations in warning, evacuation, and other areas of disaster response.

C. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Ong residents during a disaster rests with the Chairman and the Village board. The Chairman will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
- 2. In the absence of the Chairman, the established line of succession is:
  - a. President of the Village board

- b. Senior member of the Village board
- c. An official as appointed/elected by the village board (special election as necessary)

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

1. When alerted of a disaster situation, the 911 Center at the Sheriff's Department will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the 911 Center.
2. After initial response, the Emergency Operations Center will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The Village of Ong has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations
  - a. First Responders will provide the initial response to a disaster.

- b. These First Responders will use a Unified Incident Command System (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Unified Command may be expanded as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials and members of EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation, but should include among others, the Chairman (in his absence, the President of the village board), the village Emergency Manager, the Fire Chief, the Sheriff, the Ambulance Head, and the Clay County Emergency Manager.
- b. The EOC is located at Ong Fire Hall. This location provides communications capability and ample space with support equipment for disaster operations. (Churches)

## 3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. The Field Command or the EOC Staff may request these services.

## C. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Ong.

- 1. Communications Capabilities: the Field Operations will establish a command post to maintain contact with the EOC.
- 2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each village Department or agency working the disaster may be required to send a representative to report activities in their area.

### 3. Security of the Disaster Area.

- a. Security may be needed at all the highway points leading into Ong. The Nebraska State Patrol, the Sheriff's Department and other local police departments can help with security.
- b. Roadblocks: Village/county/state roads departments can help with barricades. The Unified Command or Law Enforcement will contact the 911Center to request these resources from the County Roads Department and/or the State Road Department.
- c. Identification cards for access to the disaster area will be issued in Ong and Clay County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. Identification cards will be distributed from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Chairman, the EOC Staff will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the village Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the village Clerk.

## IV. FIELD OPERATIONS

#### A. Primary Field Operational Control For The Disaster

1. All Village of Ong Departments will become familiar with a Unified Incident Command System (NIMS). This Command System will be used to ensure a unified point of contact for field coordination.
2. If the disaster operation dictates, the Unified Command may select staging area(s). The Field Commander will work with and inform the EOC of the location of the staging areas.

#### B. Responsibilities List For Field Operations

1. In preparing this plan, Ong government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-



inclusive; at the direction of either the Unified Command or the Chairman, village personnel may be requested to perform other disaster duties.

2. The task assignments for each village Department are written in general terms and purposely do not tell each department how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. Clay County Sheriff's Department

1. Among First Responders to disaster scene.
2. Implements Incident Command System.
3. Will assess communications capability as one of first priority actions.
4. Notify 911 CENTER OF ADDITIONAL HELP NEEDED.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.
7. Implement established procedures for roadblock locations to isolate Ong if total isolation of the village is necessary.
8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinate with the EOC for special needs transportation out of area being evacuated.
10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
12. Coordinate traffic control and crowd control in and around the disaster area.
13. Coordinate with the Street Department for barricades, signs, and flags at control points as established and coordinated through the EOC.

14. Conduct search and rescue operations with Fire Department personnel.
15. May request opening the EOC for assistance in coordinating disaster response.
16. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.
17. May initially advise the EOC of area affected and give general damage information.
18. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
19. Be the representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Chairman of any problems.
20. Secure the disaster area
  - a. To include critical public facilities and residences
  - b. Check volunteer ID cards
  - c. Check permanent ID cards of personnel
  - d. Firmly control EOC security from any interference with emergency operations
21. Prevent looting in disaster area.
22. Prevent re-entry into damaged or contaminated buildings.
23. Provide security at shelters, if needed.
24. Provide security for visiting dignitaries.
25. Will notify the EOC of possible security problems.
26. Pick up stray animals.
27. Warning and alerting (Lead agency in hostage situations, bomb threats and other police matters).
28. Act as coroner in absence of County Attorney.
29. Keep accurate records.

D. 911 Center – Sheriff's Department (LEOP - Annex B)

1. Maintain current call-down roster for phone and pagers for key village personnel and others such as the school and businesses.
2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
3. Monitor and disseminate further watches and/or warnings or advisories.
4. After initial request for first response, make necessary notifications to include notifying the Chairman and Emergency Management Directors (village and County).
5. Coordinate emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene.
2. Will assume primary operational control of fire suppression and explosions.
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.
4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinate with Sheriff's Department in search and rescue operations.
8. Assist Sheriff's Department in evacuation efforts.
9. Assist Sheriff's Department in warning by public address system or door-to-door.
10. Assist Sheriff's Department in crowd control/security of the disaster area.
11. Assess need for other village Departments to respond and report this to the EOC.

12. Implement mutual aid agreements with other jurisdictions, as needed.
13. Coordinate staging area with the EOC.
14. Provide back-up equipment for water pumping.
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Be represented at briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Chairman of any problems.
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
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  - a. Warning and evacuation
  - b. Search and rescue
  - c. Order Shelter in Place
  - d. Body recovery
21. Provide manpower for spotting and any event where manpower is needed.
22. Order of operations:
  - a. Life Safety is the first consideration.
  - b. Situation factors
  - c. Rescue
  - d. Fire control
  - e. Property conservation.
23. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.

24. Keep accurate records.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among First Responders at disaster scene.
2. Implements Incident Command System. Lead agency during non-rescue and non-hazardous material medical emergencies.
3. Set up triage, triage area, and morgue. (McLaughlin Funeral Home, refrigerated truck, MARC).
4. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transport injured to the hospital; check with EOC for open routes to hospital.
6. Implement mutual aid agreements with other jurisdictions as necessary, have EOC alert hospitals of possible influx of patients, and determine the need to call in local nurses and/or inactive emts.
7. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
8. Continue emergency medical services for the remainder of the village.
9. Keep accurate records.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street (Clay County Roads, Water/Waste Water. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department – Superintendent/Clay County Roads Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the 911 Center; the Superintendent will coordinate with the Chairman and EOC on disaster work assignments.
  - b. First priority after a disaster is to clear debris from routes needed for First Responders.
  - c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized by EOC. Briefing the EOC of damage and actions that need to be taken.

- d. Close streets, if requested by EOC, to include transporting/erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Post traffic directional signs, as needed, particularly for evacuation.
  - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Perform priority repairs to streets.
  - h. Repair storm sewers.
  - i. Meet requirements for disposal of disaster debris.
  - j. Will establish additional temporary tree burning areas, as needed.
  - k. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
2. South Central Public Power
- a. Will report to the EOC for development of a plan.
  - b. Will survey area for damage.
  - c. De-energize downed power lines.
  - d. Restore service as prioritized.
  - e. Coordinate with the EOC and supplier in finding a temporary source of electricity should the village need it to restore utility service.
  - f. Keep the EOC and supplier informed of current situation and when service may be restored.
  - g. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
  - h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.
  - i. Provide emergency lighting where needed for disaster operations.
  - j. Coordinate use of emergency power generators with the EOC.

### 3. Additional Public Works duties:

#### Water Department

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.
  - 1) Locate suitable containers; fill with uncontaminated water.
  - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water.
- h. Safety inspects water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Chairman, board President, Emergency Management Director.

#### Wastewater Department

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects wastewater system if damaged from the disaster.
- d. Contract for portable toilets and for their maintenance. Dale Bauman will supply portable toilets in disaster. Pioneer Seed has if not in peak season.

#### 4. Landfill Operation

The Chairman will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected village Departments and the EOC, establish temporary site for collection of debris.
- e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Ong is not adequate.

#### V. EMERGENCY OPERATIONS CENTER Fire Hall - churches

##### A. Chairman/ village board (LEOP - Annex A)

Responsibilities of the Chairman and village board during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions.
3. Sign Disaster Declaration.
4. Exercise final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions



- c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decision
- 5. Approve emergency legislation for the village.
  - 6. Chairman, board President in Chairman's absence, may activate EOC.
  - 7. Emergency Public Information (LEOP - Annex D)
    - a. The Chairman and/or the EOC will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
    - b. The Chairman and/or EOC will designate a PIO at the time of the disaster if one is not appointed.
    - c. Emergency public information responsibilities include:
      - 1) Establishing an Information Center to:
        - a) Release emergency directions and information to radio, television and newspaper.
        - b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
      - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
      - e. Serve as the source through which the media will gain access to public officials, if required.
      - f. Provide current and accurate information to the general public making inquiries.

#### B. Chairman

The Chairman is the administrative head of Ong village government. The Chairman has final authority for all village Departments. The Chairman and Board will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. The responsibilities of the Chairman may include, but are not limited to:

1. Coordinate with the village board members and the Emergency Management Director during disaster operations.
2. The Chairman will be alerted of a disaster situation by the dispatcher or Emergency Management Director.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all village Departments and EOC for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruit any village personnel not involved in disaster response who could assist in emergency duties.
  - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Respond to official inquiries.
9. Designate appropriate staff to photograph debris piles before disposal.
10. Ensure that the village Clerk/Treasurer documents expenses for the disaster.
11. Assist Emergency Management Director and EOC in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
12. Work with the Emergency Management Director and EOC in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
13. Advise disaster victims of temporary emergency housing.

14. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.
15. Maintain a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Clay County Emergency Management Director will act as a disaster operations advisor to the Chairman and village board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Ong Chairman. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Sheriff's Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Chairman, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot areas of destruction on maps.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with village Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid and with Clay County Government if the situation dictates.
9. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinate transportation that may be required for evacuation.
11. Advise in the selection of assembly points for transportation.

12. Coordinate shelter operations with the American Red Cross.
  13. Recommend that the Chairman\ board declare an emergency; prepare the Disaster Declaration for signature of Chairman and witness of Clerk.
  14. Coordinate with village Attorney on any legal emergency matters.
  15. Coordinate with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
  16. Coordinate staging areas with Field Operations.
  17. Disseminate Identification cards for:
    - a. Emergency workers
    - b. Volunteers
    - c. Disaster area residents
    - d. Appointed/elected officials
  18. Coordinate with the Chairman in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
  19. Work with the Chairman in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
  20. Make formal request to the next higher levels of government for assistance if disaster response is beyond the capability of the village.
  21. Provide training for personnel who will respond to a disaster.
  22. Annually review/update this Plan for the Village of Ong.
- D. Village Attorney
1. Provide emergency legal counsel to village officials on subjects such as:
    - a. Curfews
    - b. Price restrictions

- c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
    - d. Temporary waivers for land use
    - e. Other related legal duties
  - 2. Draft emergency legislation for the Village.
  - 3. Provide assistance in negotiating contracts for emergency services.
- E. EOC will inspect or contact the Fire Marshall's Office for Building Inspections. (LEOP - Annex C)
  - 1. Coordinate damage assessment on:
    - a. Public entities
    - b. Homes
    - c. Businesses
- F. Village Clerk/Treasurer
  - 1. Witness Disaster Declaration
  - 2. Track and document all expenses for disaster operations from each Village Department to include:
    - a. Labor (regular and overtime)
    - b. Equipment
    - c. Materials (to include parts and supplies used from the village's inventory)
  - 3. Coordinate with the EOC in assigning (at the time of the disaster) an account number for emergency expenditures.
  - 4. Provide financial statistics and summaries for the cost of the disaster, when requested.
  - 5. In conjunction with the Chairman, prepare necessary documentation required for state and federal disaster assistance applications.
  - 6. Document all action taken.

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**CITY  
OF  
SUTTON**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2004**

**CITY OF SUTTON**  
**EMERGENCY PLAN**

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**EMERGENCY OPERATIONS PLAN**  
**FOR**  
**THE CITY OF SUTTON**

I. **PURPOSE**

- A. The Emergency Preparedness Mission for the City of Sutton is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Sutton. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the City of Sutton, that the key officials named thereon meet at least once a year to review the provisions of these guidelines to determine that they are current.

II. **PLANNING FACTORS**

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Sutton is susceptible to a number of hazards.

B. Vulnerable Populations

There are populations at risk in Sutton. These will require special considerations in warning, evacuation, and other areas of disaster response.

C. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Sutton residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
- 2. In the absence of the Mayor, the established line of succession is:
  - a. President of the City Council

- b. Senior member of the City Council
- c. An official as appointed/elected by the City Council (special election as necessary)

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

1. When alerted of a disaster situation, the 911 Center at the Sheriff's Department will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the 911 Center.
2. After initial response, the Emergency Operations Center will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The City of Sutton has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations
  - a. First Responders will provide the initial response to a disaster.

- b. These First Responders will use a Unified Incident Command System (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Unified Command may be expanded as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials and members of EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation, but should include among others, the Mayor (in his absence, the President of the City Council), the City Emergency Manager, the Fire Chief, the Police Chief, the Ambulance Head, and the Clay County Emergency Manager.
- b. The EOC is located at Sutton Fire Hall. This location provides communications capability and ample space with support equipment for disaster operations. (School, Senior Center, Churches, Nolte Center)

## 3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. The Field Command or the EOC Staff may request these services.

## D. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Sutton.

1. Communications Capabilities: the Field Operations will establish a command post to maintain contact with the EOC.
2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.

### 3. Security of the Disaster Area.

- a. Security may be needed at all the highway points leading into Sutton. The Nebraska State Patrol, the Sheriff's Department and other local police departments can help with security.
- b. Roadblocks: Village/county/state roads departments can help with barricades. The Unified Command or Law Enforcement will contact the 911Center to request these resources from the County Roads Department and/or the State Road Department.
- c. Identification cards for access to the disaster area will be issued in Sutton and Clay County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. Identification cards will be distributed from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Mayor, the EOC Staff will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk.

## IV. FIELD OPERATIONS

#### A. Primary Field Operational Control For The Disaster

1. All City of Sutton Departments will become familiar with a Unified Incident Command System (NIMS). This Command System will be used to ensure a unified point of contact for field coordination.
2. If the disaster operation dictates, the Unified Command may select staging area(s). The Field Commander will work with and inform the EOC of the location of the staging areas.

#### B. Responsibilities List For Field Operations

1. In preparing this plan, Sutton government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-

inclusive; at the direction of either the Unified Command or the Mayor, city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell each department how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. Police Department (LEOP – Annex H)

1. Among First Responders to disaster scene.
2. Implements Incident Command System.
3. Will assess communications capability as one of first priority actions.
4. Notify 911 CENTER IF ADDITIONAL HELP NEEDED.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.
7. Implement established procedures for roadblock locations to isolate Sutton if total isolation of the City is necessary.
8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinate with the EOC for special needs transportation out of area being evacuated.
10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
12. Coordinate traffic control and crowd control in and around the disaster area.
13. Coordinate with the Street Department for barricades, signs, and flags at control points as established and coordinated through the EOC.

14. Conduct search and rescue operations with Fire Department personnel.
15. May request opening the EOC for assistance in coordinating disaster response.
16. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.
17. May initially advise the EOC of area affected and give general damage information.
18. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
19. Be the representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
20. Secure the disaster area
  - a. To include critical public facilities and residences
  - b. Check volunteer ID cards
  - c. Check permanent ID cards of personnel
  - d. Firmly control EOC security from any interference with emergency operations
21. Prevent looting in disaster area.
22. Prevent re-entry into damaged or contaminated buildings.
23. Provide security at shelters, if needed.
24. Provide security for visiting dignitaries.
25. Will notify the EOC of possible security problems.
26. Pick up stray animals.
27. Warning and alerting (Lead agency in hostage situations, bomb threats and other police matters).
28. Act as coroner in absence of County Attorney.
29. Keep accurate records.

D. 911 Center – Sheriff's Department (LEOP - Annex B)

1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the school and businesses.
2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
3. Monitor and disseminate further watches and/or warnings or advisories.
4. After initial request for first response, make necessary notifications to include notifying the Mayor and Emergency Management Directors (City and County).
5. Coordinate emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene.
2. Will assume primary operational control of fire suppression and explosions.
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.
4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinate with Police Department in search and rescue operations.
8. Assist Police Department in evacuation efforts.
9. Assist Police Department in warning by public address system or door-to-door.
10. Assist Police Department in crowd control/security of the disaster area.
11. Assess need for other City Departments to respond and report this to the EOC.

12. Implement mutual aid agreements with other jurisdictions, as needed.
13. Coordinate staging area with the EOC.
14. Provide back-up equipment for water pumping.
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Be represented at briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continue fire suppression operations.
19. Warning and alerting (Lead for fires, rescue, evacuations of victims, and backup for storm spotting if EM not available or threat eminent.
20. Rescue Operations
  - a. Warning and evacuation
  - b. Search and rescue
  - c. Order Shelter in Place
  - d. Body recovery
21. Provide manpower for spotting and any event where manpower is needed.
22. Order of operations:
  - a. Life Safety is the first consideration.
  - b. Situation factors
  - c. Rescue
  - d. Fire control
  - e. Property conservation.
23. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.



F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among First Responders at disaster scene.
2. Implements Incident Command System. Lead agency during non-rescue and non-hazardous material medical emergencies.
3. Set up triage, triage area, and morgue. (McLaughlin Funeral Home, refrigerated truck, MARC).
4. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transport injured to the hospital; check with EOC for open routes to hospital.
6. Implement mutual aid agreements with other jurisdictions as necessary, have EOC alert hospitals of possible influx of patients, and determine the need to call in local nurses and/or inactive emts.
7. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
8. Continue emergency medical services for the remainder of the City.
9. Keep accurate records.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department - Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the 911 Center; the Superintendent will coordinate with the Mayor and EOC on disaster work assignments.
  - b. First priority after a disaster is to clear debris from routes needed for First Responders.
  - c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized by EOC; briefing the EOC of damage and actions that need to be taken.

- d. Close streets, if requested by EOC, to include transporting/erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Post traffic directional signs, as needed, particularly for evacuation.
  - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Perform priority repairs to streets.
  - h. Repair storm sewers.
  - i. Meet requirements for disposal of disaster debris.
  - j. Will establish additional temporary tree burning areas, as needed.
  - k. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
2. Sutton Utilities
- a. Will report to the EOC for development of a plan.
  - b. Will survey area for damage.
  - c. De-energize downed power lines.
  - d. Restore service as prioritized.
  - e. Coordinate with the EOC and supplier in finding a temporary source of electricity should the City need it to restore utility service.
  - f. Keep the EOC and supplier informed of current situation and when service may be restored.
  - g. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
  - h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.
  - i. Provide emergency lighting where needed for disaster operations.
  - j. Coordinate use of emergency power generators with the EOC.

### 3. Additional Public Works duties:

#### Water

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.
  - 1) Locate suitable containers; fill with uncontaminated water.
  - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water.
- h. Safety inspects water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, Emergency Management Director.

#### Wastewater

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects wastewater system if damaged from the disaster.
- d. Contract for portable toilets and for their maintenance. Dale Bauman will supply portable toilets in disaster. Pioneer Seed has if not in peak season.

#### 4. Landfill Operation

The Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.
- e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Sutton is not adequate.

#### V. EMERGENCY OPERATIONS CENTER Fire Hall - School – Senior Center

##### A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions.
3. Sign Disaster Declaration.
4. Exercise final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions

- c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decision
- 5. Approve emergency legislation for the city.
  - 6. Mayor, Council President in Mayor's absence, may activate EOC.
  - 7. Emergency Public Information (LEOP - Annex D)
    - a. The Mayor and/or the EOC will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
    - b. The Mayor and/or EOC will designate a PIO at the time of the disaster if one is not appointed.
    - c. Emergency public information responsibilities include:
      - 1) Establishing an Information Center to:
        - a) Release emergency directions and information to radio, television and newspaper.
        - b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
      - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
      - e. Serve as the source through which the media will gain access to public officials, if required.
      - f. Provide current and accurate information to the general public making inquiries.

## B. Mayor

The Mayor is the administrative head of Sutton city government. The Mayor has final authority for all City Departments. The Mayor and Council will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. The responsibilities of the Mayor may include, but are not limited to:

1. Coordinate with the City Council members and the Emergency Management Director during disaster operations.
2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Director.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all City Departments and EOC for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruit any city personnel not involved in disaster response who could assist in emergency duties.
  - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Respond to official inquiries.
9. Designate appropriate staff to photograph debris piles before disposal.
10. Ensure that the City Clerk/Treasurer documents expenses for the disaster.
11. Assist Emergency Management Director and EOC in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
12. Work with the Emergency Management Director and EOC in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
13. Advise disaster victims of temporary emergency housing.
14. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.

15. Maintain a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Clay County Emergency Management Director will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Sutton Mayor. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Sheriff's Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Mayor, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot areas of destruction on maps.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with City Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid and with Clay County Government if the situation dictates.
9. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinate transportation that may be required for evacuation.
11. Advise in the selection of assembly points for transportation.
12. Coordinate shelter operations with the American Red Cross.

13. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.
  14. Coordinate with City Attorney on any legal emergency matters.
  15. Coordinate with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
  16. Coordinate staging areas with Field Operations.
  17. Disseminate Identification cards for:
    - a. Emergency workers
    - b. Volunteers
    - c. Disaster area residents
    - d. Appointed/elected officials
  18. Coordinate with the Mayor in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
  19. Work with the Mayor in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
  20. Make formal request to the next higher levels of government for assistance if disaster response is beyond the capability of the City.
  21. Provide training for personnel who will respond to a disaster.
  22. Annually review/update this Plan for the City of Sutton.
- D. City Attorney
1. Provide emergency legal counsel to city officials on subjects such as:
    - a. Curfews
    - b. Price restrictions
    - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices



- d. Temporary waivers for land use
    - e. Other related legal duties
  - 2. Draft emergency legislation for the city.
  - 3. Provide assistance in negotiating contracts for emergency services.
- E. EOC will inspect or contact the Fire Marshall's Office for Building Inspections. (LEOP - Annex C)
  - 1. Coordinate damage assessment on:
    - a. Public entities
    - b. Homes
    - c. Businesses
- F. City Clerk/Treasurer
  - 1. Witness Disaster Declaration
  - 2. Track and document all expenses for disaster operations from each City Department to include:
    - a. Labor (regular and overtime)
    - b. Equipment
    - c. Materials (to include parts and supplies used from the City's inventory)
  - 3. Coordinate with the EOC in assigning (at the time of the disaster) an account number for emergency expenditures.
  - 4. Provide financial statistics and summaries for the cost of the disaster, when requested.
  - 5. In conjunction with the Mayor, prepare necessary documentation required for state and federal disaster assistance applications.
  - 6. Document all action taken.

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**VILLAGE  
OF  
TRUMBULL**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2004**

**VILLAGE OF TRUMBULL**  
**OPERATIONS PLAN**

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**EMERGENCY OPERATIONS PLAN**  
**FOR**  
**THE VILLAGE OF TRUMBULL**

I. **PURPOSE**

- A. The Emergency Preparedness Mission for the Village of Trumbull is to ensure the coordination of village departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- B. This plan identifies the primary disaster responsibilities of village departments and personnel employed by the Village of Trumbull. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- C. It is in the best interest of the Village of Trumbull, that the key officials named thereon meet at least once a year to review the provisions of these guidelines to determine that they are current.

II. **PLANNING FACTORS**

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Trumbull is susceptible to a number of hazards.

B. Vulnerable Populations

There are populations at risk in Trumbull. These will require special considerations in warning, evacuation, and other areas of disaster response.

C. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Trumbull residents during a disaster rests with the Chairman and the Village board. The Chairman will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
- 2. In the absence of the Chairman, the established line of succession is:
  - a. President of the Village board

- b. Senior member of the Village board
- c. An official as appointed/elected by the village board (special election as necessary)

### III. BASIC DISASTER OPERATIONS

#### A. Operations - Warning Phase

1. When alerted of a disaster situation, the **911 Center** at the Sheriff's Department will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

#### B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the 911 Center.
2. After initial response, the Emergency Operations Center will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC.
3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the village begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

#### C. Operations - Departmental Responsibilities

The Village of Trumbull has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations
  - a. First Responders will provide the initial response to a disaster.

- b. These First Responders will use a Unified Incident Command System (NIMS). A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Unified Command may be expanded as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials and members of EOC.

## 2. Emergency Operations Center (EOC)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

- a. Staffing will be determined by the severity of the situation, but should include Trumbull and others, the Chairman (in his absence, the President of the village board), the village Emergency Manager, the Fire Chief, the Sheriff, the Ambulance Head, and the Clay County Emergency Manager.
- b. The EOC is located at Trumbull Fire Hall. This location provides communications capability and ample space with support equipment for disaster operations. (School - Churches)

## 3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. The Field Command or the EOC Staff may request these services.

## D. Field Operations and the EOC

Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Trumbull.

- 1. Communications Capabilities: the Field Operations will establish a command post to maintain contact with the EOC.
- 2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each village Department or agency working the disaster may be required to send a representative to report activities in their area.

### 3. Security of the Disaster Area.

- a. Security may be needed at all the highway points leading into Trumbull. The Nebraska State Patrol, the Sheriff's Department and other local police departments can help with security.
- b. Roadblocks: Village/county/state roads departments can help with barricades. The Unified Command or Law Enforcement will contact the 911 Center to request these resources from the County Roads Department and/or the State Road Department.
- c. Identification cards for access to the disaster area will be issued in Trumbull and Clay County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. Identification cards will be distributed from the EOC or at the disaster access points.

#### E. Operations - Administration

Under the direction of the Chairman, the EOC Staff will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the village Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the village Clerk.

## IV. FIELD OPERATIONS

#### A. Primary Field Operational Control For The Disaster

1. All Village of Trumbull Departments will become familiar with a Unified Incident Command System (NIMS). This Command System will be used to ensure a unified point of contact for field coordination.
2. If the disaster operation dictates, the Unified Command may select staging area(s). The Field Commander will work with and inform the EOC of the location of the staging areas.

#### B. Responsibilities List For Field Operations

1. In preparing this plan, Trumbull government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-



inclusive; at the direction of either the Unified Command or the Chairman. Village personnel may be requested to perform other disaster duties.

2. The task assignments for each village Department are written in general terms and purposely do not tell each department how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

C. Clay County Sheriff's Department (LEOP – Annex H)

1. Go with Trumbull First Responders to disaster scene.
2. Implements Incident Command System.
3. Will assess communications capability as one of first priority actions.
4. Notify 911 CENTER IF ADDITIONAL HELP NEEDED.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.
7. Implement established procedures for roadblock locations to isolate Trumbull if total isolation of the village is necessary.
8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinate with the EOC for special needs transportation out of area being evacuated.
10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
12. Coordinate traffic control and crowd control in and around the disaster area.
13. Coordinate with the Street Department for barricades, signs, and flags at control points as established and coordinated through the EOC.

14. Conduct search and rescue operations with Fire Department personnel.
15. May request opening the EOC for assistance in coordinating disaster response.
16. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.
17. May initially advise the EOC of area affected and give general damage information.
18. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
19. Be the representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Chairman of any problems.
20. Secure the disaster area
  - a. To include critical public facilities and residences
  - b. Check volunteer ID cards
  - c. Check permanent ID cards of personnel
  - d. Firmly control EOC security from any interference with emergency operations
21. Prevent looting in disaster area.
22. Prevent re-entry into damaged or contaminated buildings.
23. Provide security at shelters, if needed.
24. Provide security for visiting dignitaries.
25. Will notify the EOC of possible security problems.
26. Pick up stray animals.
27. Warning and alerting (Lead agency in hostage situations, bomb threats and other police matters).
28. Act as coroner in absence of County Attorney.
29. Keep accurate records.

D. 911 Center – Sheriff's Department (LEOP - Annex B)

1. Maintain current call-down roster for phone and pagers for key village personnel and others such as the school and businesses.
2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
3. Monitor and disseminate further watches and/or warnings or advisories.
4. After initial request for first response, make necessary notifications to include notifying the Chairman and Emergency Management Directors ( village and County).
5. Coordinate emergency radio traffic.
6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among Trumbull First Responders to disaster scene.
2. Will assume primary operational control of fire suppression and explosions.
3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.
4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System.
6. May request opening the EOC for assistance in coordinating disaster response.
7. Coordinate with Sheriff's Department in search and rescue operations.
8. Assist Sheriff's Department in evacuation efforts.
9. Assist Sheriff's Department in warning by public address system or door-to-door.
10. Assist Sheriff's Department in crowd control/security of the disaster area.
11. Assess need for other village Departments to respond and report this to the EOC.

12. Implement mutual aid agreements with other jurisdictions, as needed.
13. Coordinate staging area with the EOC.
14. Provide back-up equipment for water pumping.
15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Be represented at briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Chairman of any problems.
17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continue fire suppression operations.
19. Warning and alerting (Lead for fires, rescue, evacuations of victims, and backup for storm spotting) if EM not available or threat eminent.
20. Rescue Operations
  - a. Warning and evacuation
  - b. Search and rescue
  - c. Order Shelter in Place
  - d. Body recovery
21. Provide manpower for spotting and any event where manpower is needed.
22. Order of operations:
  - a. Life Safety is the first consideration.
  - b. Situation factors
  - c. Rescue
  - d. Fire control
  - e. Property conservation.
23. May request spotters for tornado spotting duty in the absence of the Emergency Manager or if need is eminent.

F. Emergency Medical Services – Rural Metro (LEOP - Annex G)

1. May be aid to Trumbull First Responders at disaster scene.
2. Implements Incident Command System. Lead agency during non-rescue and non-hazardous material medical emergencies.
3. Set up triage, triage area, and morgue. (McLaughlin Funeral Home, refrigerated truck, MARC).
4. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transport injured to the hospital; check with EOC for open routes to hospital.
6. Implement mutual aid agreements with other jurisdictions as necessary, have EOC alert hospitals of possible influx of patients, and determine the need to call in local nurses and/or inactive emts.
7. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
8. Continue emergency medical services for the remainder of the village.
9. Keep accurate records.

G. Public Works/Utilities (Southern Power) (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street (Clay County Roads, Water/Waste Water. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

1. Street Department – Superintendent/Clay County Roads Superintendent
  - a. The call to respond to the disaster will initially come from dispatch at the 911 Center; the Superintendent will coordinate with the Chairman and EOC on disaster work assignments.
  - b. First priority after a disaster is to clear debris from routes needed for First Responders.
  - c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized by EOC; briefing the EOC of damage and actions that need to be taken.

- d. Close streets, if requested by EOC, to include transporting/erecting barricades, signs, and flags at control points established by the Police Department.
  - e. Post traffic directional signs, as needed, particularly for evacuation.
  - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
  - g. Perform priority repairs to streets.
  - h. Repair storm sewers.
  - i. Meet requirements for disposal of disaster debris.
  - j. Will establish additional temporary tree burning areas, as needed.
  - k. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
2. Southern Power
- a. Will report to the EOC for development of a plan.
  - b. Will survey area for damage.
  - c. De-energize downed power lines.
  - d. Restore service as prioritized.
  - e. Coordinate with the EOC and supplier in finding a temporary source of electricity should the village need it to restore utility service.
  - f. Keep the EOC and supplier informed of current situation and when service may be restored.
  - g. Send representative to briefings at the EOC; inform the EOC/Chairman of any problems.
  - h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.
  - i. Provide emergency lighting where needed for disaster operations.
  - j. Coordinate use of emergency power generators with the EOC.

### 3. Additional Public Works duties:

#### Water

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.
  - 1) Locate suitable containers; fill with uncontaminated water.
  - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water.
- h. Safety inspects water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Chairman, Board President, Emergency Management Director.

#### Wastewater

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects wastewater system if damaged from the disaster.
- d. Contract for portable toilets and for their maintenance. Dale Bauman will supply portable toilets in disaster. Pioneer Seed has if not in peak season.

#### 4. Landfill Operation

The Chairman will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
  - 1) Requesting extension of hours as needed for debris disposal.
  - 2) Requesting signs or guides in landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected village Departments and the EOC, establish temporary site for collection of debris.
- e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Trumbull is not adequate.

#### V. EMERGENCY OPERATIONS CENTER

##### A. Chairman/village board (LEOP - Annex A)

Responsibilities of the Chairman and village board during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions.
3. Sign Disaster Declaration.
4. Exercise final authority on subjects such as:
  - a. Curfews
  - b. Price restrictions



- c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decision
- 5. Approve emergency legislation for the village.
  - 6. Chairman, Board President in Chairman's absence, may activate EOC.
  - 7. Emergency Public Information (LEOP - Annex D)
    - a. The Chairman and/or the EOC will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
    - b. The Chairman and/or EOC will designate a PIO at the time of the disaster if one is not appointed.
    - c. Emergency public information responsibilities include:
      - 1) Establishing an Information Center to:
        - a) Release emergency directions and information to radio, television and newspaper.
        - b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
      - d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
      - e. Serve as the source through which the media will gain access to public officials, if required.
      - f. Provide current and accurate information to the general public making inquiries.
- B. Chairman

The Chairman is the administrative head of Trumbull village government. The Chairman has final authority for all village Departments. The Chairman and Board will coordinate with the Emergency Management Director in providing the

direction and control function for disaster operations. The responsibilities of the Chairman may include, but are not limited to:

1. Coordinate with the village board members and the Emergency Management Director during disaster operations.
2. The Chairman will be alerted of a disaster situation by the dispatcher or Emergency Management Director.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all village Departments and EOC for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
  - a. Recruit any village personnel not involved in disaster response who could assist in emergency duties.
  - b. Form clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Respond to official inquiries.
9. Designate appropriate staff to photograph debris piles before disposal.
10. Ensure that the village Clerk/Treasurer documents expenses for the disaster.
11. Assist Emergency Management Director and EOC in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
12. Work with the Emergency Management Director and EOC in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
13. Advise disaster victims of temporary emergency housing.

14. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.
15. Maintain a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Clay County Emergency Management Director will act as a disaster operations advisor to the Chairman and village board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Trumbull Chairman. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Sheriff's Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Chairman, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot areas of destruction on maps.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with village Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid and with Clay County Government if the situation dictates.
9. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinate transportation that may be required for evacuation.
11. Advise in the selection of assembly points for transportation.

12. Coordinate shelter operations with the American Red Cross.
13. Recommend that the Chairman\ board declare an emergency; prepare the Disaster Declaration for signature of Chairman and witness of Clerk.
14. Coordinate with village Attorney on any legal emergency matters.
15. Coordinate with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
16. Coordinate staging areas with Field Operations.
17. Disseminate Identification cards for:
  - a. Emergency workers
  - b. Volunteers
  - c. Disaster area residents
  - d. Appointed/elected officials
18. Coordinate with the Chairman in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
19. Work with the Chairman in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
20. Make formal request to the next higher levels of government for assistance if disaster response is beyond the capability of the village.
21. Provide training for personnel who will respond to a disaster.
22. Annually review/update this Plan for the Village of Trumbull.

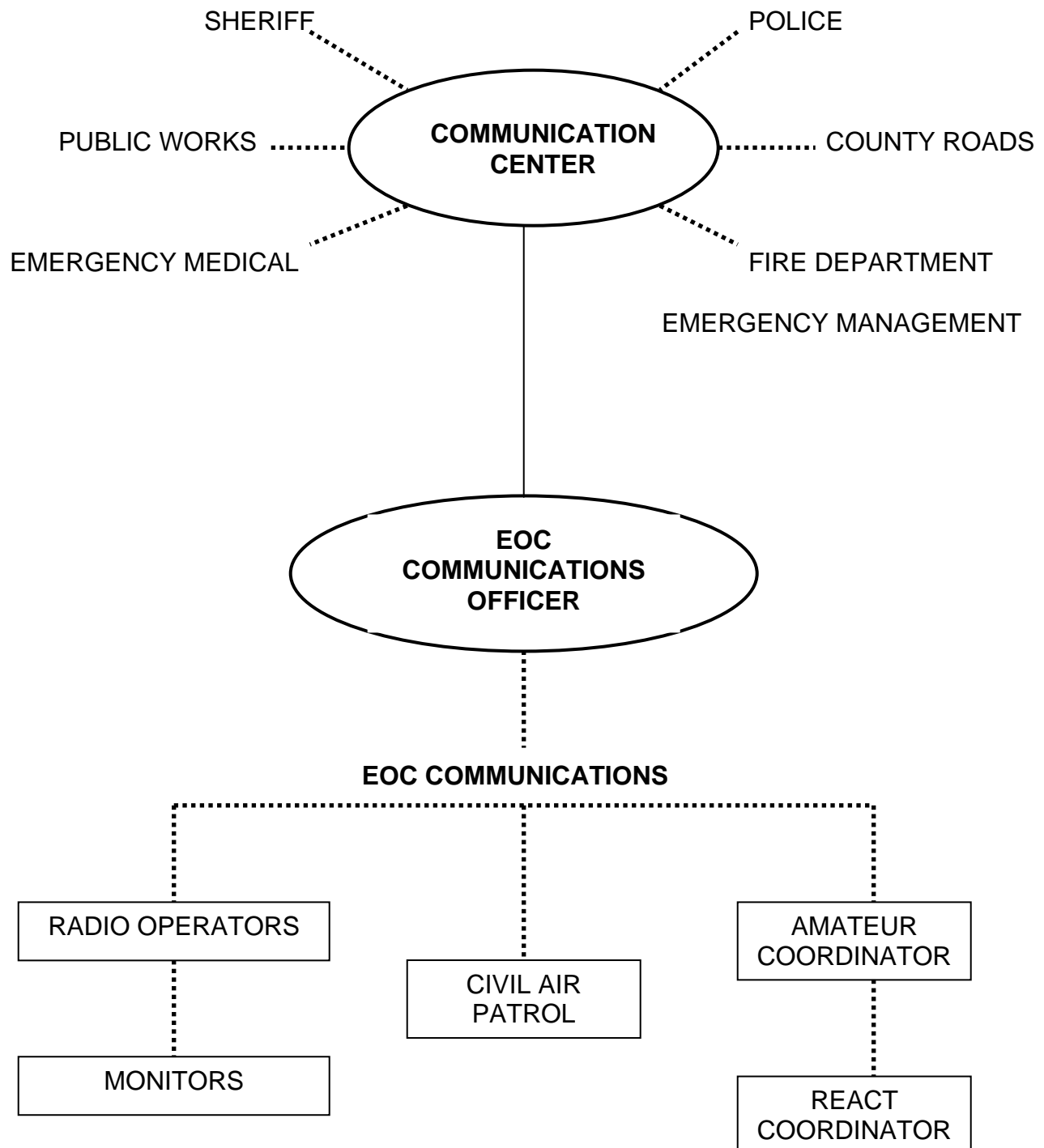
D. Village Attorney

1. Provide emergency legal counsel to village officials on subjects such as:
  - a. Curfews
  - b. Price restrictions

- c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
  - d. Temporary waivers for land use
  - e. Other related legal duties
- 2. Draft emergency legislation for the Village.
- 3. Provide assistance in negotiating contracts for emergency services.
- E. EOC will inspect or contact the Fire Marshal's Office for Building Inspections. (LEOP - Annex C)
  - 1. Coordinate damage assessment on:
    - a. Public entities
    - b. Homes
    - c. Businesses
- F. Village Clerk/Treasurer
  - 1. Witness Disaster Declaration
  - 2. Track and document all expenses for disaster operations from each Village Department to include:
    - a. Labor (regular and overtime)
    - b. Equipment
    - c. Materials (to include parts and supplies used from the village's inventory)
  - 3. Coordinate with the EOC in assigning (at the time of the disaster) an account number for emergency expenditures.
  - 4. Provide financial statistics and summaries for the cost of the disaster, when requested.
  - 5. In conjunction with the Chairman, prepare necessary documentation required for state and federal disaster assistance applications.
  - 6. Document all action taken.

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## COMMUNICATIONS AND WARNING



## COMMUNICATIONS AND WARNING

### I. PURPOSE

This Annex provides information and guidance concerning available communications and warning systems within Clay County. The total communications and warning system is discussed, and procedures for its use during emergency operations are outlined.

### II. SITUATION

A countywide communications center is located in the Clay County Sheriff's Office in Clay Center. The Clay County Sheriff is staffed on a 24-hour basis. Sufficient communications and warning equipment is available to provide communications necessary for most emergency situations. In disasters, augmentation may be required.

- A. Hazards vary in predictability and speed of onset; therefore, time available for warning may vary from ample to none.
- B. Clay County has facilities such as 4 schools, 3 nursing homes, 1 jail, 7 recreation areas, isolated rural churches, and a park requiring specific warning that a hazard exists. Emergency response vehicles may be needed to help warn these facilities.
- C. Agreements exist between the United States, Russia, and other countries to reduce the risk of nuclear war because of an accidental, unauthorized, or other unexplained incident involving a nuclear weapon. The National Warning System (NAWAS) would broadcast any warnings if such an unlikely incident threatened the United States.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. Communications and warning are vital to the effective and efficient preparedness, response and recovery activities during emergency operations.
- B. Some people that are directly threatened by a hazard may ignore, not hear, or not understand the warnings issued.
- C. Volunteer radio groups such as REACT, Civil Air Patrol, and local/regional amateur radio clubs may respond to the Clay County upon notification of a disaster.



#### IV. ORGANIZATION/RESPONSIBILITIES

A Unified integrated command will serve as direction for communications. The communications and warning function will be under the direction and coordination of the Communications Officer of each emergency service, i.e., the Clay County Sheriff, the Clay Center Fire Department and the Clay County Hospital because they operate from separate facilities.

- A. The Communications Officer is responsible for the supervision of all activities within their respective communications center, to include a current roster of personnel to ensure recall on short notice.
- B. Emergency Management Communications: assists jurisdictions by recruiting and coordinating amateur, Civil Air Patrol, and Business Band radio operators and their equipment.

#### V. CONCEPT OF OPERATIONS

##### A. Communications

##### 1. The 911 Communication Center

- a. The 911 Communication Center is equipped with adequate communications equipment to transmit and receive pertinent information. See Attachment 3 for communications capabilities.
- b. In the event of commercial power failure, an automatic generator will provide power for essential equipment in the communications center.
- c. Telephone service during emergency operations is accommodated through 5 lines installed and readily available telephone lines from the 911 Communications Center to the local telephone exchange.
  - 1) Cellular phones will quickly fail due to system overload or loss of one or more cellular towers in or near the county. Prior arrangements with the cellular provider(s) may enable use of selected cellular phones.
  - 2) The Executive Group shall establish the priority of service restoration, both cellular and non-cellular.

##### 2. 911 Communications Center

- a. The 911 Communication Center is located in Clay Center, and provides services to various public safety agencies, including the all the Police

and the Clay County Sheriff. Radio frequencies used on a daily basis are listed in Attachment 3.

- b. The Hastings Emergency Center is a warning point in the National Warning System (NAWAS). Warnings will be received in Clay Center via the 39.9 MHz radio net to include the National Weather Service's severe weather warnings.
3. Clay County Sheriff's Office
  - a. The Clay County Sheriff's Office is located at 104 East Edgar in Clay Center. The frequencies used on a daily basis are listed in Attachment 3.
  - b. Antennas are located next to the office.
  - c. The Sheriff's Office has auxiliary power to continue operations should a power outage occur.
5. Nebraska State Patrol
  - a. The Nebraska State Patrol Troop headquarters is located in Grand Island and provides service to Clay County. The frequencies used on a daily basis are listed in Attachment 3.
  - b. The Nebraska State Mobile Command Post can provide communications resources with an emphasis on law enforcement operations. By using programmable equipment it will be capable of transmitting and receiving on any frequency within the following ranges:
    - 1) VHF Low Band                      29.7 to 50.0 MHz.
    - 2) VHF High Band                    148.0 to 174.0 MHz.
    - 3) UHF                                  450.0 to 470.0 MHz.
  - c. Clay County shares a communication trailer with Region 13 and Adams County has a communications bus which could be used in emergencies. Clay County has a mobile 28 foot tower with repeater and generator in their hazard materials trailer.
6. Other Jurisdictions

Communication capabilities exist in other jurisdictions within Clay County and are listed in Attachment 3.

## 7. Civil Air Patrol

During disaster situations, members of the Nebraska Wing of the Civil Air Patrol can support Clay County disaster relief operations with VHF and HF frequency radio, as well as assist with damage assessment, disaster welfare inquiries and aerial reconnaissance/damage assessment.

## 8. Communication Protection

- a. Standard lightning protection techniques are used during severe weather.
- b. Wind can damage antennas, but with sufficient planning, alternate or temporary antennas can be utilized.

## B. Warning

### 1. The National Warning System (NAWAS) is a Federal system of high priority, dedicated communications.

- a. The Nebraska NAWAS System is that part of the National Warning System within the State.
- b. The Nebraska Emergency Management Agency Communications Officer is responsible for operation of the Nebraska system. The telephone company performs maintenance.
- c. The State Warning Point is established at the Nebraska State Patrol Headquarters, and the State Emergency Operating Center is designated as the Alternate State Warning Point.
- d. Although warning information can originate from several sources, all relevant warning information is passed via NAWAS to all warning points within the State.
- e. The Sheriff's Radio Network (39.9MHz) disseminates NAWAS warnings/information to county warning points without NAWAS. This system is outlined on the map of the Nebraska Emergency Management Warning Network (Attachment 5).

### 2. Notification of Officials

- a. The 911 Communication Center Dispatcher will alert the Clay County Emergency Management Director and others on the Clay County EOC staff immediately after initiating public warning. See Attachment 1. Refer to tornado watch/warning procedures.

- b. Pagers are utilized to provide warning to various governmental and non-governmental agencies. See Attachment 2. Pagers are activated by the 911 Communication Center.

### 3. Warning The Public

- a. The 911 Communication Center will provide warning to the public by activating all fixed sirens in Clay County, either simultaneously or individually.
- b. The authority to activate the sirens in the individual communities rests with the individual Fire Chief.
- c. Warning to the public may also be provided by loudspeakers or sirens on emergency vehicles or by immediate broadcast the Hastings Weather Bureau and then all local media outlets.

### 4. Tornado Watch:

Clay County has an established tornado-spotting programs with Hastings National Weather Service as well as assistance from trained rural spotters, and trained fire, EMS and law enforcement personnel. Reports from the public, rural spotters and law enforcement personnel are made direct to their respective agency, the 911 Communication Center.

### 5. Flood Watch/Warning

- a. Emergency Preparedness Plans for Flood Control Dam Site #2-7-5W, School Creek Watershed-Sutton have been developed by the City of Sutton. These plans include Notification Lists whereby the Clay County Sheriff will contact residents in the area and agencies involved should a hazardous situation occur: Reference Annex E, Appendix 1 for operational procedures.
- b. The National Weather Service (NWS) monitors conditions that may lead to flooding, i.e., ice dams, rainfall, and snow melt. NWS may also contact Clay County observers such as local law enforcement agencies and the Clay County Emergency Management Agency to make local assessments of river or stream conditions or to report data from the non-automated river gauges. Based on the data received, the Valley Office of the NWS will issue warnings and watches as warranted.
- c. The public is notified via KHAS-TV, Channel 5 and KHAS-AM 1230 in Hastings.

## 6. Hazardous Materials Incidents

- a. The owner of a facility is required to notify the State Department of Environmental Quality (DEQ) upon discovery of a release of a hazardous substance of reportable quantity (RQ) or greater, according to DEQ Regulation Title 126. A fixed facility that has a release of an extremely hazardous chemical above the 302(a) reportable quantity (RQ) of SARA Title III requires notification under section 102(a) of CERCLA, shall notify, immediately after the release, the Clay County Emergency Manager identified in Annex F, IV, B, for any area likely to be affected by the release and the State Emergency Response Commission of any state likely to be affected by the release. This notification will be by the most expedient means possible. See Annex F, Appendix1, Attachment 4.
  - b. A transportation incident of a substance subject to 302(a) requirements shall satisfy notification requirements by dialing 911, who notifies the Emergency Manager.
  - c. The notification requirements under section 304(b) will be met by using the "Hazardous Materials Incident Report" Annex F Appendix 1 Attachment 3. This information should be given to the extent known at the time of notification.
  - d. The public is notified by the Hastings Weather Bureau.
7. The Nebraska Emergency Alert System (EAS): provides disaster information and instruction to the public through the electronic media. Local officials have the authority to request activation of the Nebraska EAS Web by contacting their Local Station (LP-1 or LP as listed in the Nebraska Plan EAS) to provide information to the people in that operational area. See Attachment 4.
  8. By law, the Nebraska Education Television Network will provide text decoded emergency information that includes severe weather warnings and reports from the National Weather Service. Many commercial television stations will also broadcast emergency public information text.

## VI. ADMINISTRATION AND LOGISTICS

### A. Records

Clay County agencies will maintain records of all expenses incurred by their communications activities. The Executive Group will ensure that adequate records of local government expenses are maintained.

## B. Training

Each agency or organization assigning personnel to the EOC for communications and warning purposes is responsible for ensuring that those individuals are adequately trained to use the equipment, are familiar with the procedures of the EOC, and understand the unified integrated command system.

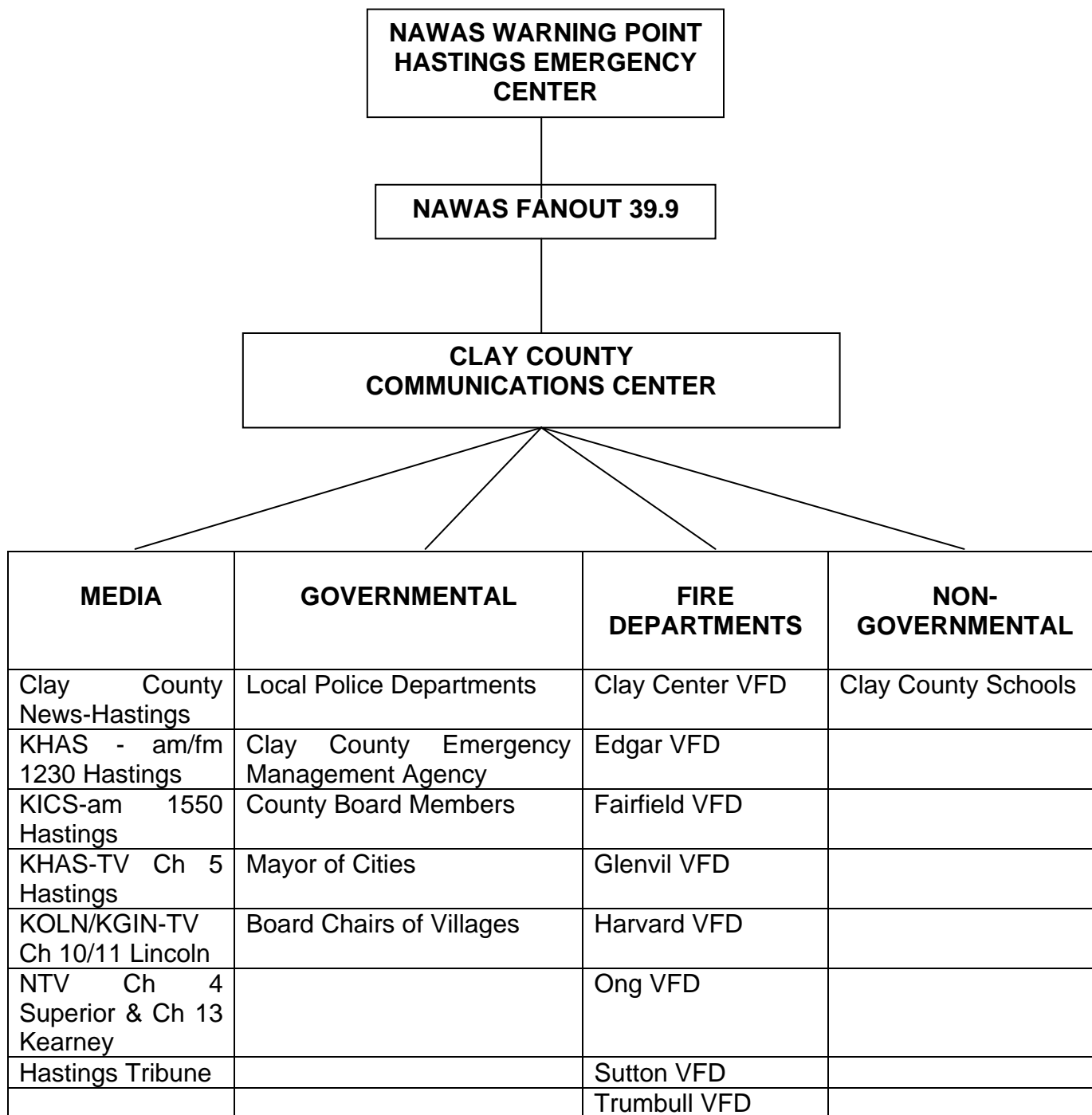
## C. Plan Maintenance

The Communications Officer(s) will be responsible for assisting the Emergency Management Director in the maintenance and improvement of this Annex. The Annex will be reviewed, updated, and modified as necessary, but not less than annually.

### LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Notification Chart	B-9
2	Pager Distribution List	B-10
3	County Communication Capabilities	B-11
4	Nebraska EAS Operational Areas	B-12
5	NAWAS Network (Directions and Map)	B-13

## NOTIFICATION CHART



## PAGER DISTRIBUTION LIST

<u>Pager</u>	<u>Carried By</u>
39.90 - CD/Fairfield Fire/Rescue	Deputy Sheriffs
39.86	Emergency Management
39.82	Clay Center Fire/Rescue
Phone page/message - Sheriff	Edgar Fire Department/Rescue/CD
	Fairfield Fire Department/Rescue/CD
	Harvard CD
	Sutton Medical
	Sutton Fire Department/CD
	Glenvil Fire Chief

Paged by Adams County Trumbull Fire Department



## CLAY COUNTY COMMUNICATIONS

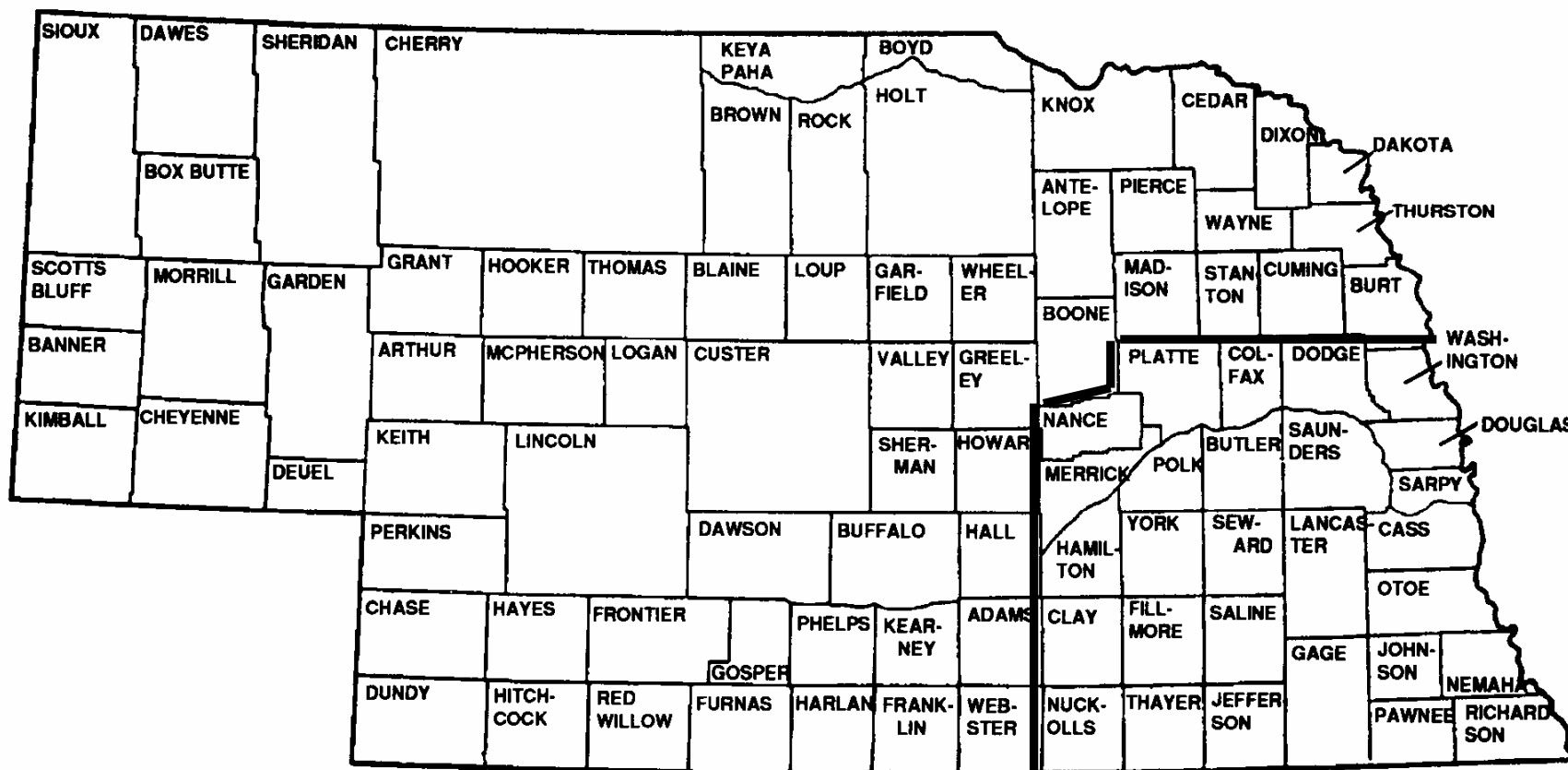
AGENCY/ADDRESS	FREQUENCY/ CAPABILITY	FUNCTION
911 Center	39.90T/R	Law/Enforcement/Fire/EMS
All these also have all frequencies:	460.150	Law Enforcement
Sheriff-Police	460.250	Fire/EMS
State Patrol	39.98	Fire
Fire-EMS	39.92	EMS
Roads	39.86	Law
Emergency Management	Clay County Roads	

Sandy Creek Schools have private radio frequencies in all buses. EM has this frequency.

# Nebraska Emergency Alert System Operational Area 1

CLAY COUNTY LEOP

ANNEX B  
ATTACHMENT 4



B-12

## Local Stations (LP-1) in Area 1

Lincoln KFOR/KFRX-AM/FM 1240/102.7

Lincoln KOLN-TV Channel 10

Omaha KFAB-AM 1110

Omaha KEFM-FM 96.1

Omaha KETV Channel 7

NE-TV Channel 26

2004

## National Warning System (NAWAS) Emergency Management Warning Procedures

### Tests:

The State Warning Point for NAWAS is at the Nebraska State Patrol Headquarters, Lincoln. A daily operational test, using a dedicated telephone line, is sent to each Nebraska Warning Point (see map).

The Alternate State Warning Point is at the NEMA Emergency Operating Center, Lincoln. A weekly roll call or Fan-out test designated as, "**TEST, TEN-ONE-ZERO-ONE (10-101)**" is accomplished. The test message is relayed by radio from the Warning Points areas to the counties.

Each Warning Point will report to the Alternate State Warning Point either a:

Positive report from all counties in its area by an "**ALL CONFIRMED**" message, or a

Negative report when fan out stations do not respond such as:

**Grand Island:**  
Alternate State Warning Point:  
**Grand Island:**

Alternate State Warning Point

**"Grand Island to Nebraska Alternate"**  
"This is Nebraska Alternate, OVER"  
**"Negative copy, Howard and  
Merrick Counties, OVER"**  
"ROGER, Nebraska Alternate, OUT".

### Warning or Attack:

#### State actions:

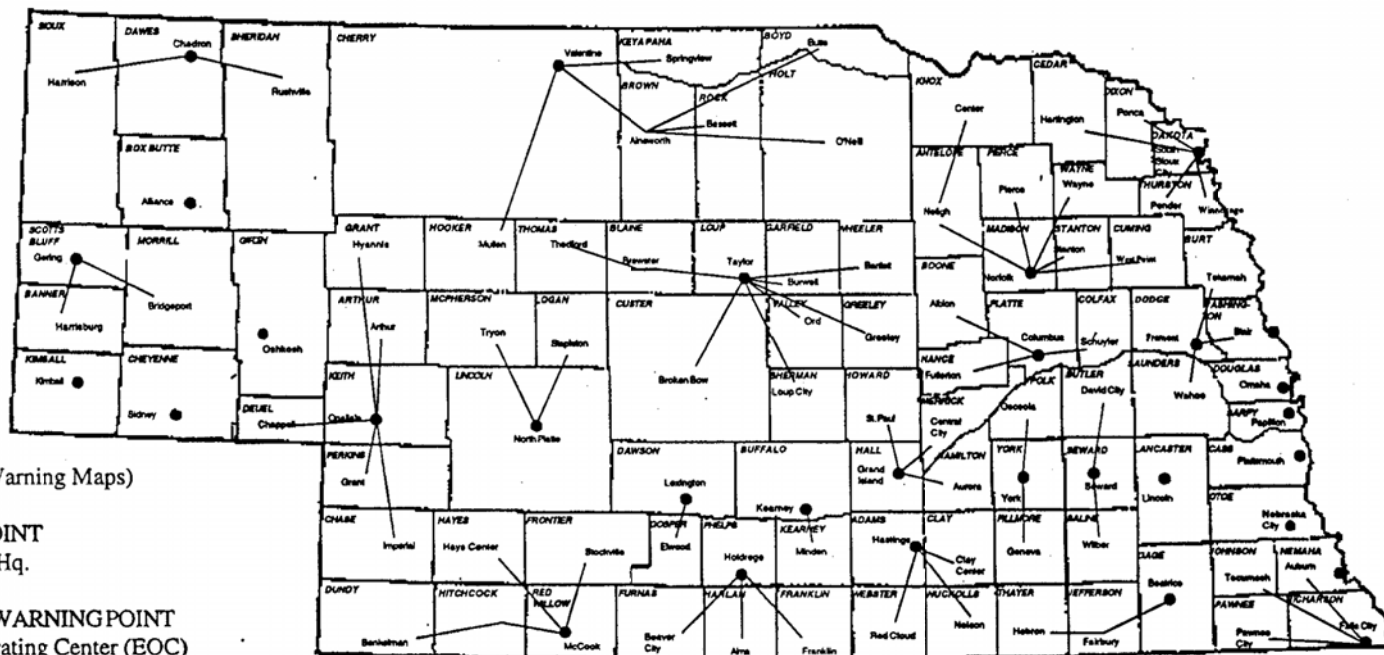
When a warning is received, the operator at the State Warning Point will clear the NAWAS network of all traffic, transmit the warning and then receive acknowledgement of the warning from each Warning Point. The Alternate State Warning Point provides a backup means of disseminating tactical warnings. The area Warning Points will immediately disseminate any warnings over the secondary warning network (39.9 MHz., Sheriff's Radio Network, see map on opposite side) thereby alerting each county in the State.

#### Locations:

Due to the large number of stations involved (93 counties), counties will acknowledge receiving the warning message to their respective Warning Points (NAWAS). Acknowledgement from the Warning Points will then be transmitted to the State Warning Point or to the Alternate.

The dissemination of the warning and warning information within the counties and municipalities is the responsibility of the Sheriff and/or local Police in accordance with the county Local Emergency Operations Plan (LEOP). The goal of the "Attack/Warning" is to reach all persons potentially affected in adequate time to either "Take Cover" or complete other necessary actions.

# Nebraska Emergency Management Warning Network



February 1999  
(Supersedes previous Warning Maps)

**STATE WARNING POINT**  
Nebraska State Patrol Hq.  
Lincoln, Nebraska  
**ALTERNATE STATE WARNING POINT**  
State Emergency Operating Center (EOC)  
Lincoln, Nebraska

- NAWAS - (National Warning System)  
Special Telephone Lines

— RADIO - (Sheriff's Net)  
39.9 MHz

Each Warning Point can ascertain its area of warning responsibility by following the arrows from a Warning Point

Warning Points will relay the warning or test to its respective counties.

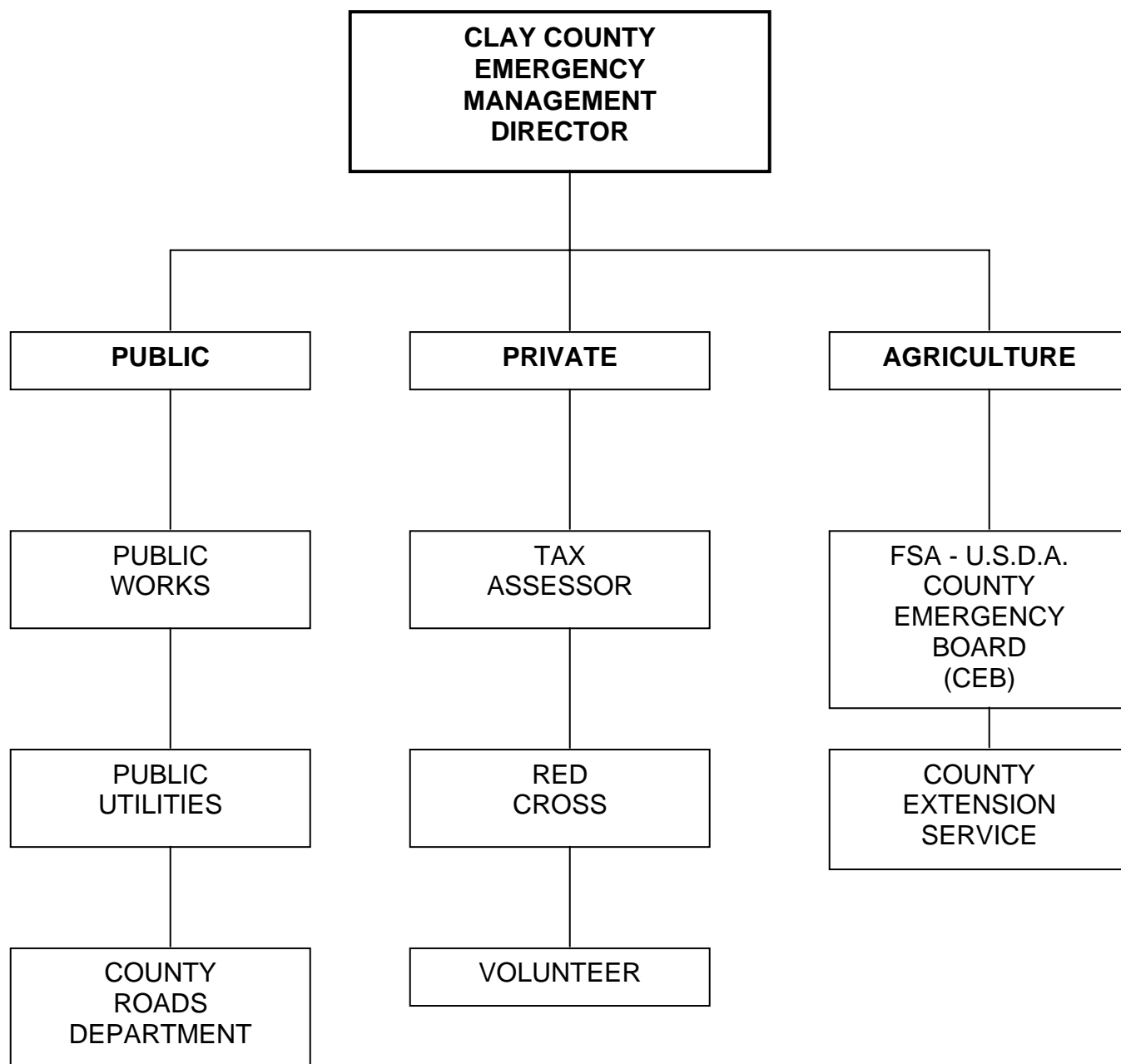
All persons involved in the Nebraska Warning System should be aware that the Emergency Management FAN-OUT TESTS are termed,  
"Test, Ten-One-Zero-One".

## NEBRASKA NAWAS SERVICE POINTS

- |                                    |                                   |   |
|------------------------------------|-----------------------------------|---|
| *Alliance, Police Department       | *Hastings, Emergency Center       | *Omaha Commo, Div., Public Safety Dept. |
| *Beatrice, Police Department       | Hastings EOC                      | Omaha/Valley Weather Service            |
| *Chadron, Police Department        | Hastings Weather                  | *Otoe County, Sheriff's Office          |
| *Cheyenne County, Sheriff's Office | *Holdrege, Police Department      | Otoe County EOC                         |
| Cheyenne, Wyoming Weather          | *Kearney Buffalo Co. Comm Center  | *Papillion, Sarpy Co Sheriff's Office   |
| *Columbus, Police Department       | Kearney EOC                       | *Plattsmouth, Sheriff's Office          |
| Cooper Nuclear Power Station       | *Kimball Consolidated Comm Ctr    | *Richardson County, Sheriff's Office    |
| *Dakota County, Emergency          | Kimball EOC                       | Richardson County EOC                   |
| Management Agency                  | *Lexington, Police Department     | *Scotts Bluff County Consolidated       |
| Ft. Calhoun Nuclear Power Station  | *Lincoln Emergency Communications | Communications Center                   |
| *Fremont, Police Department        | Lincoln EOC                       | *Seward, Sheriff's Office               |
| Fremont EOC                        | *McCook, Police Department        | Sioux Falls Weather, South Dakota       |
| *Garden County, Sheriff's Office   | Nebraska Public Power, Doniphan   | *Taylor, Reg 26 Communications Center   |
| Goodland, Kansas Weather           | *Norfolk, Police Department       | *Valentine, Cherry Co Sheriff's Office  |
| *Grand Island 911 Center           | *North Platte, Police Department  | *York, Sheriff's Office                 |
| Grand Island EOC                   | North Platte Weather Service      | York EOC                                |
|                                    | *Ogallala, Police Department      |   |

*\*24 Hour Active Warning Points*

## **DAMAGE ASSESSMENT**



## DAMAGE ASSESSMENT

### I. PURPOSE

This Annex describes damage assessment procedures necessary to gather data and evaluate information to determine the extent of damage and the impact on the community resulting from a disaster.

### II. SITUATION

Clay County is situated in an area considered highly susceptible to numerous disasters that have the potential to cause extensive damage to both public and private property. In the event of a disaster, planned damage assessment procedures are essential for effective response and recovery operations.

### III. ASSUMPTIONS

- A. The prompt and accurate assessment of damage to public and private property following a disaster is of vital concern to local officials.
- B. A rapid response has a direct bearing on the manner in which recovery is accomplished in Clay County.
- C. For any emergency involving radiological materials, the Nebraska Health and Human Services System has sole responsibility for making technical assessments. However, it is conceivable that the Department could request some assistance from local radiological staff during an emergency.
- D. Clay County Emergency Management, who is the coordinator for hazardous material response, will work with the Nebraska Department of Environmental Quality, and if a building not total destroyed is involved, the Nebraska Fire Marshall's Office, to determine the scope of cleanup from a hazardous material incident.

### IV. ORGANIZATION/RESPONSIBILITIES

#### A. Incident Assessment

The Clay County Emergency Manager will coordinate the gathering of damage assessment information necessary to complete the Incident Status Report, Annex A, Attachment 3, and for keeping the information updated during the course of the incident. Other responsibilities include, but are not limited to, the following:

1. Establish point of contact with officials of affected jurisdictions and determine approximate area affected.

2. Gather information from all sources, both public and private, that have been affected by the incident as quickly as it is available.
3. Provide updated information gathered from both public and private entities to the Executive Group and the Nebraska Emergency Management Agency using the same Incident Status Report from Annex A used to initially report the incident. (Annex A, Attachment 3)
4. Coordinate with the Public Information Officer to keep the public informed of hazardous conditions.

#### B. Record Keeping

Each public and private agency will keep complete records of resources and personnel involved in the response to the emergency or disaster for use in determining the extent of impact of the incident on the jurisdiction.

#### C. Agricultural Damage Assessment

The Farm Service Agency (FSA) will accomplish assessment of agricultural damages with assistance from other USDA agencies, as needed. All information will be forwarded to the USDA State Emergency Board and may be available to the Clay County Emergency Management Director.

#### D. Radiological/HazMat Damage Assessment - Industrial/Transportation Incident/Accident

1. In the event of a radiological incident, local damage assessment response will be limited to obtaining radiological readings to detect the actual hazard. The Health and Human Services System will accomplish detailed hazard assessment to determine possible threat to population and livestock. See Annex F Appendix 1.
2. In case of a hazardous materials incident, local response will be limited to the level of training as defined by standards set by their employer in compliance with OSHA and EPA regulations. Local response will be enhanced by the calling of mutual aid from the Clay County Advisors, who will respond to the capability of their training and equipment in the Clay County Hazardous Material Trailer.

#### E. Inspections

The Unified Command designated personnel, assisted by Fire and Utility personnel, will accomplish the safety and habitability inspections of both residents and businesses. The assistance of the State Fire Marshal may be requested. Data obtained during safety inspections will be included in damage assessment reports.

## V. CONCEPT OF OPERATIONS

### A. Initial Assessment

1. Conduct initial assessment of the facilities considered critical for emergency operations, the health, welfare and safety of the people and for timely dissemination of public information. Early identification of problems affecting the population will enable the Executive Group to make prompt and efficient decisions concerning resources available and needed.
2. Initial information may include a rough idea of the area involved. Later information would indicate the number of homes, businesses and public buildings involved.
3. After rescue operations have been concluded, more detailed information should be gathered to complete the Incident Status Report. This information will be gathered from the organizations and agencies involved and provided to the Executive Group and NEMA.

### B. Detailed Damage Assessment

Using the information from the completed Incident Status Report (Annex A Attachment 3), and at the request of local government, the decision will be made to gather the information necessary to declare a State or Federal Disaster. If there is a possibility of a Federal declaration, a joint Federal/State team will complete a Preliminary Damage Assessment (PDA).

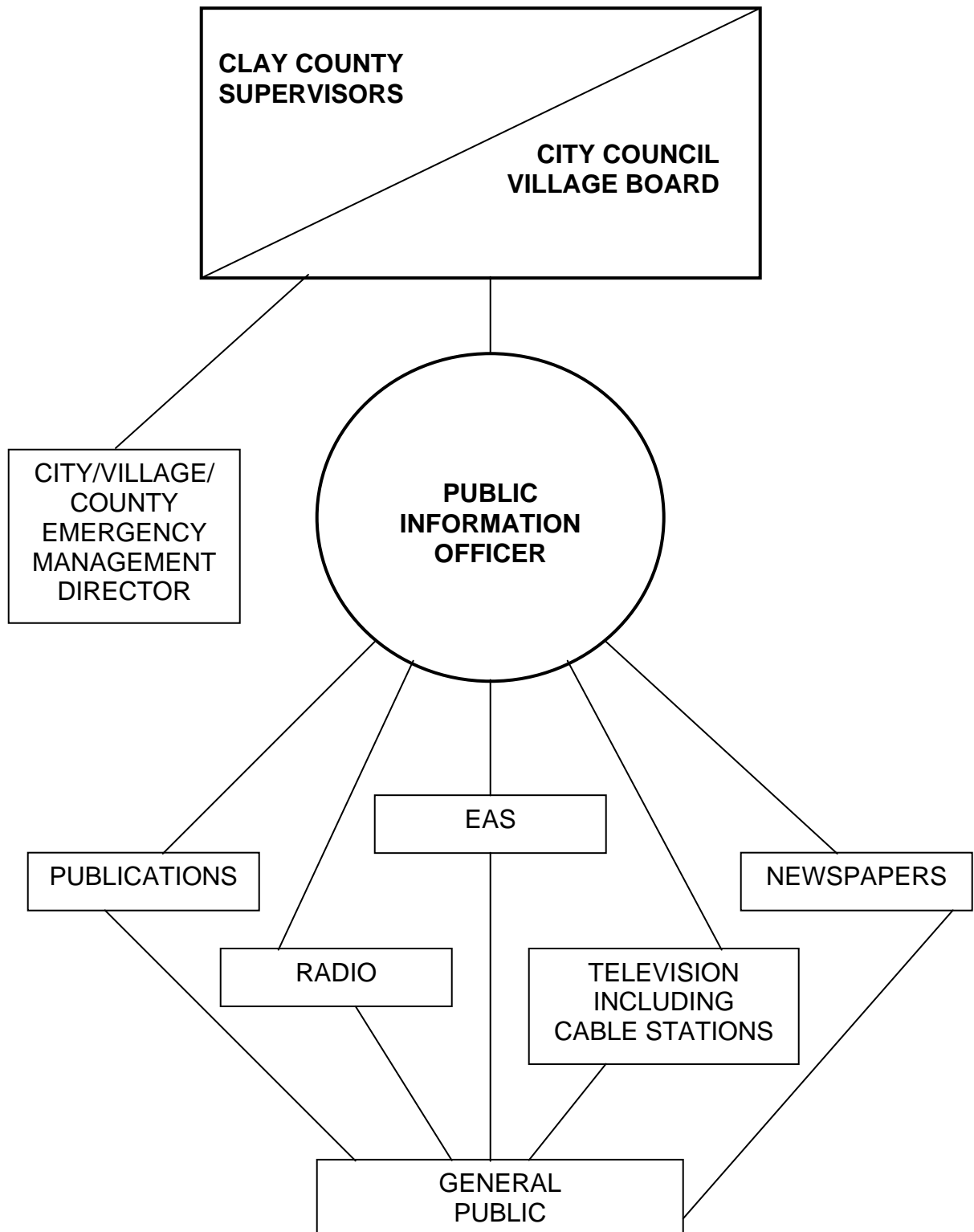
1. The Nebraska Emergency Management Agency and the Federal Emergency Management Agency will send teams of damage assessment officials who will work with local officials to gather the necessary information and complete the proper forms.
  - a. The teams will conduct training and briefing to Local Officials on how they will conduct their assessment.
  - b. The teams will provide forms and personnel to complete the assessment.
2. Local officials will provide assistance to aid the State and Federal team members in the gathering of information and records of resources and personnel needed to complete the assessment.

## VI. ADMINISTRATION AND LOGISTICS

The Emergency Management Director will review and update this annex annually.



## EMERGENCY PUBLIC INFORMATION



## EMERGENCY PUBLIC INFORMATION

### I. PURPOSE

The purpose of this Annex is to establish procedures for rapid dissemination of emergency public information and to outline the resources available. During an emergency/disaster, all levels of government are responsible for keeping the public informed of the situation as it develops. It is through a speedy and precise public information program that the populace will be advised of whether or not any hazard exists and gain knowledge of any necessary actions they will need to take to ensure their safety and survival.

### II. SITUATION

- A. Radio Station KHAS in Hastings is the primary Emergency Alert Station for our Nebraska Operational Area. Initial weather alerts and warnings and national emergency warnings are disseminated from this station.
- B. Clay County officials will primarily use the Hastings National Weather Bureau to broadcast emergency instructions and information directed to people within the County.
- C. Emergency public information cannot be disseminated in Clay County through an over-ride capability of Galaxy Cable Television.
- D. There is one weekly newspaper in Clay County. The Clay County News and the Hastings Tribune will be used for disseminating written instructions to the general public.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. There are no known groups of non-English speaking people in Clay County. Every household has members who can adequately read the newspaper and/or understand spoken English.
- B. There are provisions for disseminating emergency information to persons with special needs.
- C. During and after a disaster, specific protective action information and advice to the public would be essential to maximize survival and protect property. Most or all members of the public would comply with official advice received by them.

#### IV. ORGANIZATION/RESPONSIBILITIES

- A. The Public Information Officer (PIO) directs all county emergency public information activities. The PIO is responsible for the collection, coordination, and dissemination of emergency public information.
- B. The Public Information Officer will be appointed by the Unified Command Group, and is the official spokesperson for the Mayor/Board Chair and/or County Supervisors (according to the impacted jurisdiction) and is a member of the Emergency Operations Center (EOC) Staff or the Unified Command Group. The PIO will coordinate all public information activities with the Chief Executive, the Clay County Emergency Management Director, and the Unified Command Group.
- C. The PIO may appoint a supporting staff to assist in the public information functions and ensure the capability of extended operations. Supporting functions may include:
  - 1. Rumor Control,
  - 2. Distribution of emergency information, including broadcast and printed materials,
  - 3. Coordination of emergency public information supplies and equipment requirements as well as volunteer support staff.
- D. The Public Information Officer at the Nebraska Emergency Management Agency, in a disaster situation, has the following responsibilities:
  - 1. Coordinates with and supports the Governor's Office,
  - 2. Coordinates with and supports the local government PIO,
  - 3. Releases information concerning the state's involvement and/or activities.
- E. The federal agency's PIO, when federal support is activated, will have the following responsibilities:
  - 1. Coordinates with and supports the state and local governments PIO,
  - 2. Releases information concerning the federal government's involvement and/or activities.
- F. Volunteer and private organizations PIO should coordinate with the local Public Information Officer and release information concerning their own efforts.

## V. CONCEPT OF OPERATIONS

### A. Coordination

1. The public information program requires a coordinated flow of information from all levels of government and private agencies through a central release point. This ensures that only accurate information is presented. See Attachment 1. This will be accomplished through:
  - a. Unified Command will result in coordination and exchange of information between all staff, department heads, and the PIO.
  - b. Collecting, compiling, and verifying information before authorizing releases.
  - c. Releasing information to the media at briefings by the Public Information Officer or an authorized representative.
  - d. Establishing Rumor Control where citizens with questions can receive accurate and verified information. The set-up of Rumor Control must be coordinated with the Communications Officer to ensure adequate public service telephone capabilities. The media will publish/broadcast the Rumor Control telephone number. In addition to answering questions from the public, telephone operators will pass rumor trends on to the PIO and assistance requests to the EOC.
2. Information regarding emergency shelters, feeding, and assistance programs will be disseminated throughout any emergency/disaster period.
3. As a situation develops, use all available media resources to increase public education, instructions, and information.
4. Disaster information on radio/television and in the newspapers may be monitored to ensure the public is receiving accurate and timely information.

### B. Information Dissemination

1. Media Release Center (MRC) Joint Information Center (JIC)
  - a. The Media Release Center is a designated point where the PIO will conduct news briefings and conferences. Unified Command will designate the location where media briefings will be conducted.
  - b. Briefings and conferences will be held at regularly scheduled intervals which will be determined at the time of the disaster.

## 2. Radio And Television

- a. Information requiring immediate broadcast for a local area will be released to the Hastings National Weather Service to disseminate to the radio and television stations. A list of local radio/television /cable stations is included in attachment 2. Routine information will be given to the media through the Media Release Center briefings.
  - b. The Emergency Alert System (EAS): will be activated through the Hastings National Weather Service Station.
3. Printed materials such as newspaper releases, flyers, brochures, etc. will be prepared and/or approved by the Executive Group and distributed at the direction of the Public Information Officer.

## C. Support From State Agencies

1. The Nebraska Emergency Management Agency is responsible for the collection, correlation, and dissemination of disaster-related information to appropriate state agencies and the Governor's Office. The Nebraska Emergency Management Agency will designate a Public Information Officer who will, during a State of Emergency, coordinate all state public affairs/information efforts with the Governor's Office.
2. The Nebraska Emergency Management Agency has established procedures for rapid dissemination of hazard warning and disaster-related information to local government primarily through the National Warning System (NAWAS) and to the public through the Emergency Alert System (EAS).
3. The Nebraska Emergency Management Agency will coordinate use of the state warning system to ensure that all methods of dissemination are available.
4. The Nebraska Education Television Network, in conjunction with the Nebraska Commission for the Hearing Impaired, will, by law, provide text decoding to the hearing impaired for all programming to include area and statewide disaster warnings.
5. The Nebraska Emergency Management Agency's Public Information Officer will work closely with the local government and provide assistance, particularly in preparing and disseminating information to the public concerning disaster recovery centers.
6. State agencies will support local governments by providing reports of potential and existing widespread hazardous conditions.

7. The Nebraska State Patrol, in coordination with the Department of Roads, will provide road conditions to affected agencies, the media, and the general public.
8. Subsequent to a Presidential Declaration, the Public Information Officers of all state agencies involved in disaster recovery efforts will coordinate activities with the federal agencies involved through the PIO from the Nebraska Emergency Management Agency and the Governor's Office.

#### D. Support From Federal Agencies

1. The National Weather Service has the primary responsibility for issuing weather related disaster warnings to the public.
2. Under a Presidential emergency or a major disaster declaration, the Federal Emergency Management Agency's Public Information Officer will coordinate and be responsible for release of public information concerning federal assistance.

#### E. Support From Volunteer Agencies And Organizations

Volunteer and private organizations will be evaluating the situation and making internal determinations of the level of assistance they can provide. Each organization in coordination with state and local government will be providing public information concerning their efforts.

#### F. Support From Media

Arrangements have been made with local media organizations to ensure rapid dissemination of emergency public information.

### VI. ADMINISTRATION AND LOGISTICS

- A. The Public Information Officer should meet annually with local government officials, the Emergency Management Director, and media representatives to review this Annex and coordinate operating procedures.
- B. The Emergency Management Director will revise this Annex based upon the recommendations of the PIO.
- C. Every effort will be made to incorporate media involvement in exercises of this Plan.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Information Flow Chart	D-8
2	Public Information Resources	D-9

# EMERGENCY INFORMATION FLOW

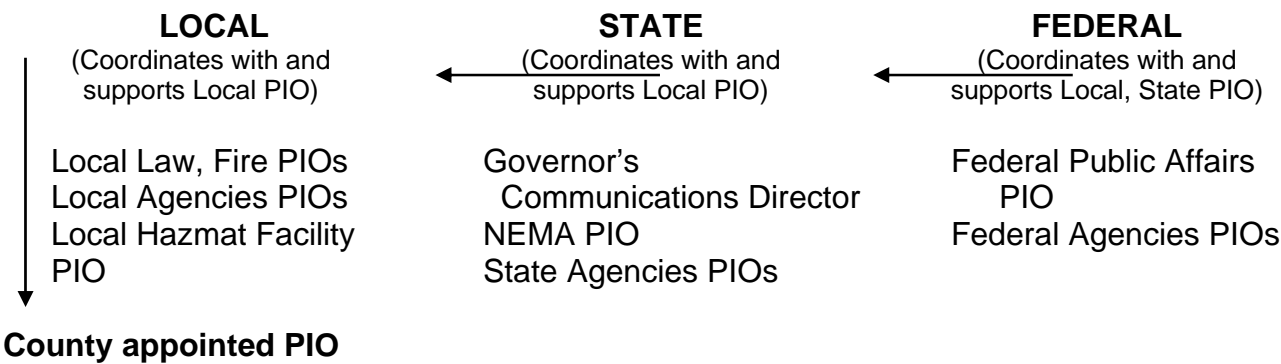
A. Assumptions/Planning:

- 1. All emergency information and communications support the local jurisdiction's activities during an event.
- 2. The size or severity of the event determines the extent of support or participation from other county jurisdictions, levels of government, supporting agencies.
- 3. All hazards, man-made, technical or natural, may require public information releases.

B. Direction and Control: Sources of Emergency News, Information, Instructions

LOCAL	STATE	FEDERAL
(Positions that generate information/instructions)	(Positions that generate information/instructions)	(Positions that generate information/instructions)
County, City, Village Chief Elected Officials County Emergency Manager Regional Emergency Manager Incident Commander Fixed Facility Coordinator (some Hazmat incidents)	Governor's Office NEMA State Agencies supporting local response/recover Volunteer Organizations	NAWAS FEMA Federal Coordination Officer Federal Agencies supporting local incident

C. Responsible Positions: Public Information Officers who release official information.



D. Information Release Points:

NAWAS, EAS Areas, Local EOC, State EOC, Joint Information Center, Media Release Point

E. Ways Public Receive Information:

Local/regional/national radio, television, cable; newspapers; Internet outlets, face-to-face.



## PUBLIC INFORMATION RESOURCES

HASTINGS NATIONAL WEATHER SERVICE      Phone 1-800-528-2914  
RADIO

### EAS PRIMARY STATION

KHAS Radio      Phone: 402-462-5101

KRFS Radio      Phone: 402-879-3207

KICS Radio      Phone: 402-462-5101

### TELEVISION

KHAS TV      Phone: 402-463-1321

KSNB TV      Phone: 402-879-4249

KOLN-KGIN TV      Phone: 308-382-6100

Public TV Channel 29      Phone: 402-462-5689

### NEWSPAPERS

#### Daily

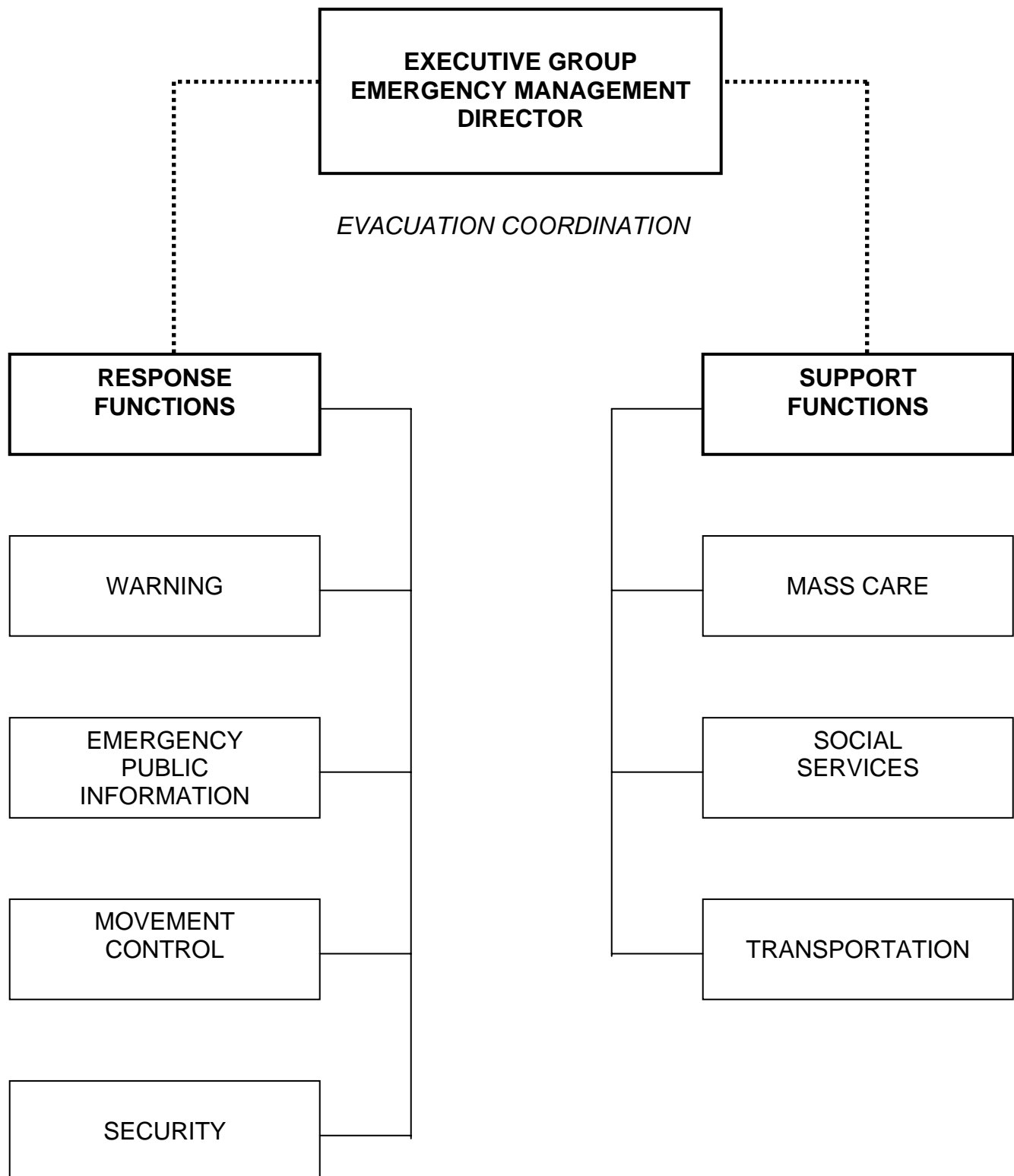
Hastings Daily Tribune      Phone: 402-462-2131

### WEEKLY PAPERS

Clay County News      Phone: 402-773-5576

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# EVACUATION



## EVACUATION

### I. PURPOSE

To provide for the timely and orderly evacuation of all or any part of Clay County when it is determined that such action is the most effective means available for protecting the population.

### II. SITUATION

- A. The Clay County Hazard Analysis identifies hazards that could result in the need to evacuate. The most probable of these are hazardous material incidents and natural disasters.
- B. Some degree of flooding along the Little Blue River occurs on an almost annual basis. While much of this involves lowland agricultural flooding, damage to public property (bridges, highways, and county roads) is a primary concern. Maps showing the 100 year flood plain are being worked on. The County could also be affected by failure of the Dam located in Sutton. See Appendix 1 for flooding details.
- C. Anhydrous ammonia and other hazardous materials are stored throughout the county. An accident could require the evacuation of a large number of residents. Transportation accidents on Highways 14, 41, 74, 6 or the UP or Burlington Northern Railroads could affect evacuation movement.
- D. There are places where large gatherings occur. Among these are the schools in the county with a student population over 1200. Other facilities that could pose special evacuation problems are (fair, festivals) and the Rose Brook in Edgar, Harvard Rest Haven or the Sutton Community Nursing Homes.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. While some evacuations allow time for planning, the worse case assumption is that there will be little or no warning of the need to evacuate. This decision to evacuate could occur day or night.
- B. Maximum traffic congestion should be expected.
- C. There would not normally be time to obtain manpower support from outside the county. Local government resources could be severely stressed.

- D. Evacuees will have little preparation time and may require maximum support in reception centers, particularly in the areas of food, bedding, clothes, and medical supplies.
- E. Reception centers may not be fully set up to handle the evacuees.
- F. Voluntary evacuation probably will not have occurred; however, voluntary evacuation could occur after the public has been advised of a potential problem or danger, even though the situation does not warrant an official evacuation. Under this situation:
  - 1. Voluntary evacuation in excess of 50 percent of the residents of the affected area is a possibility if there is an extended danger period.
  - 2. News reports of a hazard situation may cause some voluntary evacuation.
  - 3. If evacuation is directed for a small area, then voluntary evacuation of adjacent areas should be expected.
  - 4. A large percentage of voluntary evacuees will leave because they have a place to go such as to relatives, friends, etc.
- G. Some people will refuse to evacuate.
- H. State and federal highways receive priority snow removal by the Department of Roads and may therefore be expected to be open at all times. County roads in the area are mainly graveled, and the road networks are sufficiently developed that alternate routes can be developed if temporary closures are experienced. School bus routes, which receive county priority clearance, will also support area evacuation.

#### IV. ORGANIZATION/RESPONSIBILITIES

The overall responsibility for issuing evacuation orders rests with the chief elected executives of the affected political subdivisions. When there is an immediate need to protect lives and provide for public safety, the Unified Incident Commander can make the decision to evacuate. Key organizational requirements are:

##### A. Local Emergency Management Director

Responsible for advising the Executive Group on the evacuation decision, for coordinating evacuation support activities, providing for special transportation needs, and managing resources.

B. Law Enforcement Agencies

Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, and establishing security of the evacuated area. If necessary, they will also assist in warning the public.

C. Fire Departments

For hazardous material and fire incidents, responsible for on-scene control and for advising executives on the evacuation decision. Also responsible for fire security in evacuated areas and assistance in warning the public.

D. Public Works Director / County Highway Superintendent / Street Superintendent

Responsible for maintenance of evacuation routes and for providing traffic control devices.

E. Public Information Officer

Responsible for dissemination of emergency information advising the public of what evacuation actions to take.

F. American Red Cross

Responsible for coordinating mass care activities including registration, lodging, and feeding. This effort will be supported by the Salvation Army and other service organizations. Mass care operations are defined in Annex I.

G. Clay County Health Department, South Heartland District Health Department, State Department of Health and Human Services

Will ensure that Social Service programs are continued and supported by other area programs, such as Clay County Area Agency on Aging, and may assist in crisis counseling and other activities for the handicapped, infirm and elderly. Social Services actions are defined in Annex G.

H. Game and Parks Commission

Will assist evacuation efforts in state parks and recreation areas during major emergency/disaster operations, and then support other law enforcement agencies.

I. Affected Facilities (Hazardous Materials Incident)

The Facility Emergency Coordinator will advise officials if the facility management recommends evacuation or in-place shelter.

## V. CONCEPT OF OPERATIONS

### A. Direction and Control

The Emergency Operating Center may have been activated because of the primary hazard event. Executive direction and control of the incident and any ensuing evacuation may be conducted from the EOC as outlined in Annex A. The Emergency Management Director may coordinate all evacuation support activities.

### B. Evacuation Order

1. In situations where rapid evacuation is critical to the continued health and safety of the population, the Unified Incident Commander may order an evacuation. During floods, evacuation orders will generally be initiated after evaluation and recommendation of the Clay County Emergency Manager or the Clay County Sheriff. Dam failure/flooding considerations are in Appendix 1 of this Annex. In the event of a radiological incident/accident, the evacuation order will be based on the recommendation of the State Health and Human Services System, Regulation and Licensure.
2. The Chief Executive of the affected political subdivision will normally order an evacuation.

### C. Evacuation Decision Considerations

Evacuation may be only one of several protective action alternatives. Decision makers must exercise care to ensure that a directed evacuation will not place the affected population into a more dangerous situation than posed by the primary hazard. When ordering the evacuation, the following considerations should be addressed:

1. Weather conditions,
2. Evacuation routes, their capacities and susceptibilities to hazards,
3. The availability and readiness of shelters for evacuees,
4. Modes of transportation for evacuees and for those unable to provide their own,
5. The location in the evacuation area of special needs groups such as nursing homes or the hospital. These may pose unique evacuation problems and the evacuation itself could be more life threatening than the initial hazard.

6. In the event of a hazardous material incident the choice needs to be made between evacuation and in-place shelter. The decision should be based on the speed, and density of the plume and the chemical substance involved.

#### D. Evacuation Area Definition

The definition of the area to be evacuated will be determined by those officials recommending or ordering the evacuation based on the advice of appropriate advisory agencies. In the case of hazardous materials incident/accidents, fire chiefs should refer to DOT Hazardous Materials Emergency Response Guidebook, or follow the recommendation provided by CHEMTREC. In all cases, the hazard situation will be continually monitored in case changing circumstances, such as a wind shift, require redefinition of a potentially affected area. The PIO will ensure that the evacuation area is described to the public in understandable terms.

#### E. Public Notification

Persons to be evacuated should be given as much warning time as possible.

1. Pre-evacuation Warning: On slow moving events, pre-evacuation notice should be given to affected residents. Residents should be advised that they might have to move out with little or no notice. Consideration should be given to early evacuation of schools and large gatherings. Hospital and nursing homes will be kept fully advised of the situation and be given earliest possible warning because of the extra time required in evacuation.
2. Evacuation Warning: All warning systems will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of vehicles moving through the affected area with sirens and public address is usually effective. Door-to-door notification should be considered, particularly in rural areas. Responders should sweep the evacuated area to ensure all persons have been advised. Persons refusing to follow evacuation instructions will be left alone until all who are willing to leave have been provided for. Time permitting, further efforts may be made to persuade them to evacuate.
3. Emergency Public Information: the Public Information Officer will ensure that evacuation information is disseminated to the media in a timely manner. Instructions to the public such as traffic routes to be followed, location of temporary reception centers as well as situation updates will be issued as that information becomes available. Specific public information guidelines are contained in Annex D.



## F. Movement

It is anticipated that the primary evacuation mode will be in private vehicles. Actual evacuation movement efforts will be conducted by the law enforcement agencies involved with the assistance of the local fire department.

1. Evacuation routes will be selected at the time of the evacuation decision. Movement instructions will be part of the warning and subsequent public information releases.
2. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Specific traffic control points will be determined at the time based on anticipated traffic volume and identifiable problem areas.
3. Law enforcement will coordinate use of wrecker services needed to clear disabled vehicles.
4. Traffic control devices such as signs and barricades will be provided by the local public works, the Clay County Road Department, or by mutual aid.

## G. Transportation

The Unified Command Group and/or the Clay County Emergency Manager will determine requirements for special transportation and coordinate the use of transportation resources to support the evacuation.

1. Assembly Area: if the potential evacuated population is of significant size, there could be many people without private transportation. Convenient centralized locations in the evacuation area, such as schools or churches, will be identified as assembly areas. These locations will be announced in evacuation instructions issued by the Public Information Officer. Residents will be instructed to go to the assembly areas for transportation.
2. Special Needs Transportation: there could be cases where elderly, infirm or handicapped persons in the evacuation area will not be able to get to the assembly point or would need special type of transport. The Unified Command Group through the Clay County Emergency Manager will make provisions for the use of government or volunteer vehicles to transport these individuals. The public will be instructed to notify the 911 Communications Center of any special transportation problems.
3. Health Care Transportation: the evacuation of nursing homes or the hospital pose special transportation problems. The Unified Command Group through the Clay County Emergency Manager will coordinate with the respective institution administrator to determine specific transportation needs.

Ambulances from fire departments within Clay County are the primary resource for medical transport.

4. Transportation Resources: buses operated by the school and handi-buses operated by the Midland Area Agency on Aging would all be available during emergencies. The Clay County Emergency Management Agency maintains a listing of all such resources. See Annex L.

#### H. Mass Care of Evacuees

While many evacuees will go to the homes of friends and relatives, there may be requirements for temporary mass lodging and feeding. Mass care of evacuees will be managed by the American Red Cross or some local group designated by the Unified Command Group. Mass Care operations are covered in Annex I.

#### I. Health Care Facilities

Evacuations of health care facilities create special problems and may extend the time required to clear the affected area. Health care evacuation considerations are addressed in Annex G.

#### J. Schools

1. All schools have internal emergency evacuation plans.
2. Sandy Creek Schools have 9 radio-equipped buses capable of carrying a total of 450 passengers. Under normal circumstances, no additional buses would be necessary.

#### K. Access Control

Law enforcement agencies will establish a perimeter control to provide security and protection of property. An access pass system will be established.

#### L. Re-entry

Reoccupation of an evacuated area requires the same considerations, coordination, and control of the items undertaken in the original evacuation. The re-entry decision and order will be made by chief executives after the threat has passed and the evacuated area has been inspected by fire, law, health, and utilities personnel for safety. Some specific re-entry considerations are:

1. Ensure that the threat which caused evacuation is over,
2. If needed, ensure that homes have been inspected to determine if they are safe to return to,

3. Determine the number of persons in shelter, who will have to be transported back to their homes,
4. If homes have been damaged, determine the long term housing requirements,
5. Coordinate traffic control and movement back to the area,
6. Inform the public of proper re-entry actions, particularly cautions they should take with regard to reactivating utilities. In addition, issue proper clean-up instructions, if necessary.

#### M. State Support

Under disaster conditions, evacuation support and resources may be available from a number of state agencies. Assistance will generally be requested through the Nebraska Emergency Management Agency. Assistance includes manpower, transportation, supplies, and technical advice. The following agencies may become involved in the emergency evacuation of an area as part of the Unified Command Group.

1. Department of Roads: the Department of Roads will provide updated information on road conditions, load bearing capacities and usability to support evacuation or rerouting of traffic. They will also provide equipment and manpower to maintain or repair roads and bridges to usable condition in support of an evacuation. Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.
2. Health and Human Services System: the Nebraska Health and Human Services System will make recommendations to local authorities and the Nebraska Emergency Management Agency regarding health problems within an area which may dictate that evacuation of that area is necessary. Special consideration will be given to hospital and nursing home evacuation. If an evacuation is initiated, maintenance of the health standards in reception areas will be closely monitored. This agency is responsible for the prevention of overcrowding, spread of disease, and the development of unsanitary conditions/practices.
3. State Fire Marshal: the State Fire Marshal may recommend that evacuation of an area be initiated because of an existing fire emergency. The State Fire Marshal may coordinate manpower from local fire departments for disaster assistance.
4. Nebraska State Patrol: the State Patrol will establish control points for traffic control, assist in maintaining order, issue passes to prevent unauthorized entry into areas, obtain medical help and direct emergency vehicles to the proper destination within the disaster area.

5. Nebraska National Guard: the National Guard will provide support to the civil authorities when authorized by the Governor. Any National Guard facility or area may be used as an assembly or dispersal area in support of evacuation procedures with the approval of the Nebraska National Guard on request by the Nebraska Emergency Management Agency.
6. Game and Parks Commission: the Game and Parks Commission field personnel may be able to provide information on local conditions or augment law enforcement personnel in traffic control. The Game and Parks Commission also has boats available to assist in evacuation during floods.

## VI. ADMINISTRATIVE

The Clay County Emergency Management Director is responsible for annual review and update of this Annex.

### LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
<u>Appendix 1</u>	<u>Flood\Dam Failure Evacuation</u>	E-11
Attachment#		
1	100-Year Flood – Map of Approximate Flood Hazard Area (Sutton)	E-15

## FLOOD/DAM FAILURE EVACUATION

I. PURPOSE

To identify actions required to evacuate the population and protect facilities threatened by flood or dam failure.

II. SITUATION

## A. Big Blue River Basin

The northern portion of Clay County lies within the Big Blue River Basin. Many floods have occurred during this century within this Basin. The main streams have flooded a number of times and the tributaries flood frequently. Average annual flood damage ranks third among the State's river basins. Nine-three percent of the damage on this land occurs in rural areas.

## B. Little Blue River Basin

The southern portion of Clay County lies within the Little Blue River Basin. The flood problem occurs mainly in the upper flat plains and along the Little Blue River in the lower part of the Basin. The most frequent damage occurs from ponded areas in the Upper Basin because of the poorly defined drainage networks. Tributaries concentrate run-off in the lower mainstream causing over-bank damage.

## C. School Creek Dam

School Creek, which runs through the City of Sutton has been identified as historically causing flooding problems in Clay County. However, a flood control dam has been built in the City to prevent major flooding. This structure is considered to be a high hazardous dam that could pose a potential threat to some city residents should there be failure. See the map in Attachment 1 to this Appendix for location of the dam.

## D. Dam Failure - General

1. Dams are designed and maintained according to the best safety practices. Dams have failed in the past. The following conditions may or could become critical, adversely affecting any dam:
  - a. Flood pools higher than previously attained,
  - b. Unexpected drop in pool level,

- c. Pool near maximum level and rising,
  - d. Excessive rainfall,
  - e. Large discharge through spillway or spillways,
  - f. Earthquake,
  - g. Erosion, landslide, seepage, settlement, cracks.
2. Under the National Dam Safety Inspection Program, a dam is classified according to loss of life and property damages which would occur downstream should the dam fail. Such a classification does not mean that the dam is considered unsafe. The following classes of dams are defined accordingly:
- a. A high hazard dam: a dam located where failure may cause loss of life, serious damage to homes, industrial and commercial buildings, important public utilities, main highways, or railroads. Dams addressed in this Appendix fit this category.
  - b. A significant hazard dam: a dam located in predominantly rural or agricultural areas where failure may damage isolated homes, main highways or minor railroads, or cause interruption of use or service of relatively important public utilities.
  - c. A low hazard dam: a dam located in rural or agricultural areas where failure may damage farm buildings, agriculture land, or township and county roads.
3. Flood Control Dam Site #2-7-5W, School Creek Watershed, Sutton
- a. Location: at the City Golf Course, near U.S. Highway 6, upstream from Sutton residents.
  - b. Owner: City of Sutton
  - c. Disaster Plan: "Emergency Preparedness Plan For Flood Control Dam Site #2-7-5W, School Creek Watershed, Sutton, Nebraska"
  - d. Inundation Area: in the City of Sutton, would affect approximately 30 homes, three businesses, and one church.

### III. RESPONSIBILITIES

- A. The National Weather Service is responsible for notifying and advising local government when conditions exist that could cause flooding.
- B. The City of Sutton is responsible for the safe operation and maintenance of the School Creek Dam Structure. They are also responsible for notification or alerting local jurisdictions promptly in the event of a threat situation which could affect persons downstream.
- C. Local government responsibilities are as defined elsewhere in this Plan for all hazards. In addition, the Clay County Emergency Management, the Clay County Sheriff and the City of Sutton are responsible for monitoring high water conditions and for coordinating warning systems. The above named agencies are primarily responsible for maintaining the flood gauge system, and making recommendation on evacuation decisions. Other flooding responsibilities:
  - 1. Sutton Fire Department will provide sandbagging activity, emergency dike/levee repair, construction of temporary dikes.
  - 2. Sutton Emergency Management will monitor conditions of local dams: sandbag or effect temporary repairs, if necessary.
  - 3. Clay County Emergency Management, Clay County Road Department, and Sutton Public Works will inspect bridges and approaches to bridges after water subsides to determine safety of use.
- D. The Clay County 911 Communications Center is responsible for disseminating warnings concerning dam failures or emergencies to all affected local governments.

### IV. CONCEPT OF OPERATIONS

This section will address unique aspects of evacuation under threat of flood or dam failure.

#### A. Notification Of Threat

- 1. General flooding – Little Blue River. West Fork of the Blue River, and School Creek: the potential for flooding will be closely monitored by the National Weather Service and the Nebraska Emergency Management Agency as well as other state agencies. Advisories will be passed by these agencies to the Clay county Emergency Management Director. Such information will be augmented by local monitoring of river conditions.

2. Flash flood: notification of the potential for flash flooding will be received from the National Weather Service in the form of flash flood watches or warnings.
3. Dam failure or emergency release: Sutton Public Works and/or Sutton Police will check for potential or actual problems at their dam.

B. Increased Readiness Measures

1. On receipt of a flood watch, the Clay County Emergency Management Director will ensure that flood monitoring procedures are implemented (see Annex B.)
2. On receipt of a flood warning or notification of a potential or actual emergency, the Clay County 911 Communications Center will alert and advise all affected communities and key facilities.
3. Preparations will be carried out for the movement of people and critical equipment from the affected areas. The Clay County Emergency Management Director will notify all support agencies and organizations.

C. Special Notification Procedures –School Creek Dam

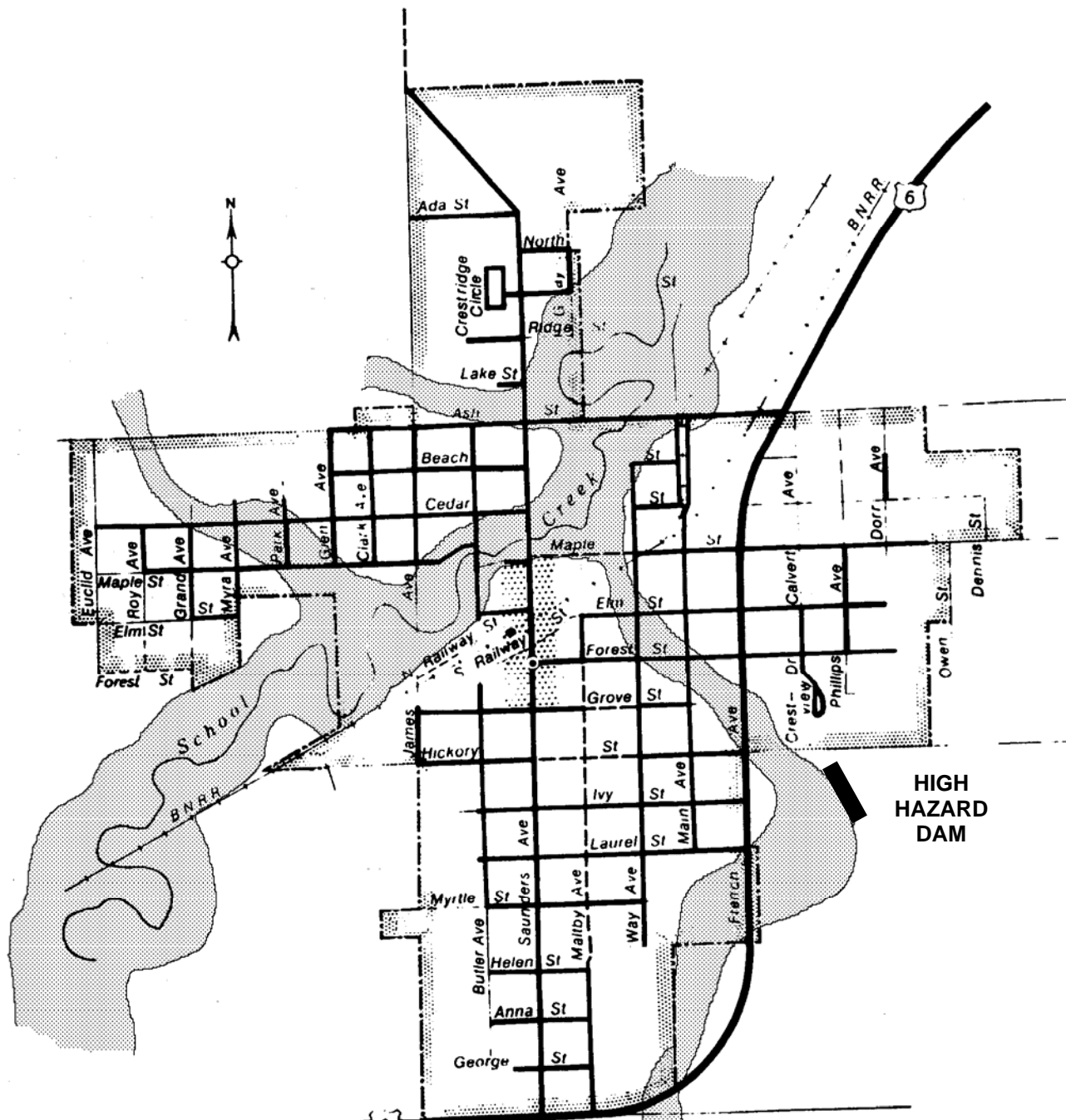
In the event of an emergency with the School Creek Dam, the Sutton Fire Department, Sutton Police, and Sutton Emergency Management will make direct contact with those residences located in potential inundation areas.

F. Evacuation Decisions

The decision to evacuate any flood or inundation area will be made by the executives of affected jurisdictions based on recommendation of Sutton Emergency Management, Sutton Fire, Sutton Police, and Clay County Emergency Management. In the event of immediate danger, the Incident Commander may make the evacuation decisions.



# SUTTON



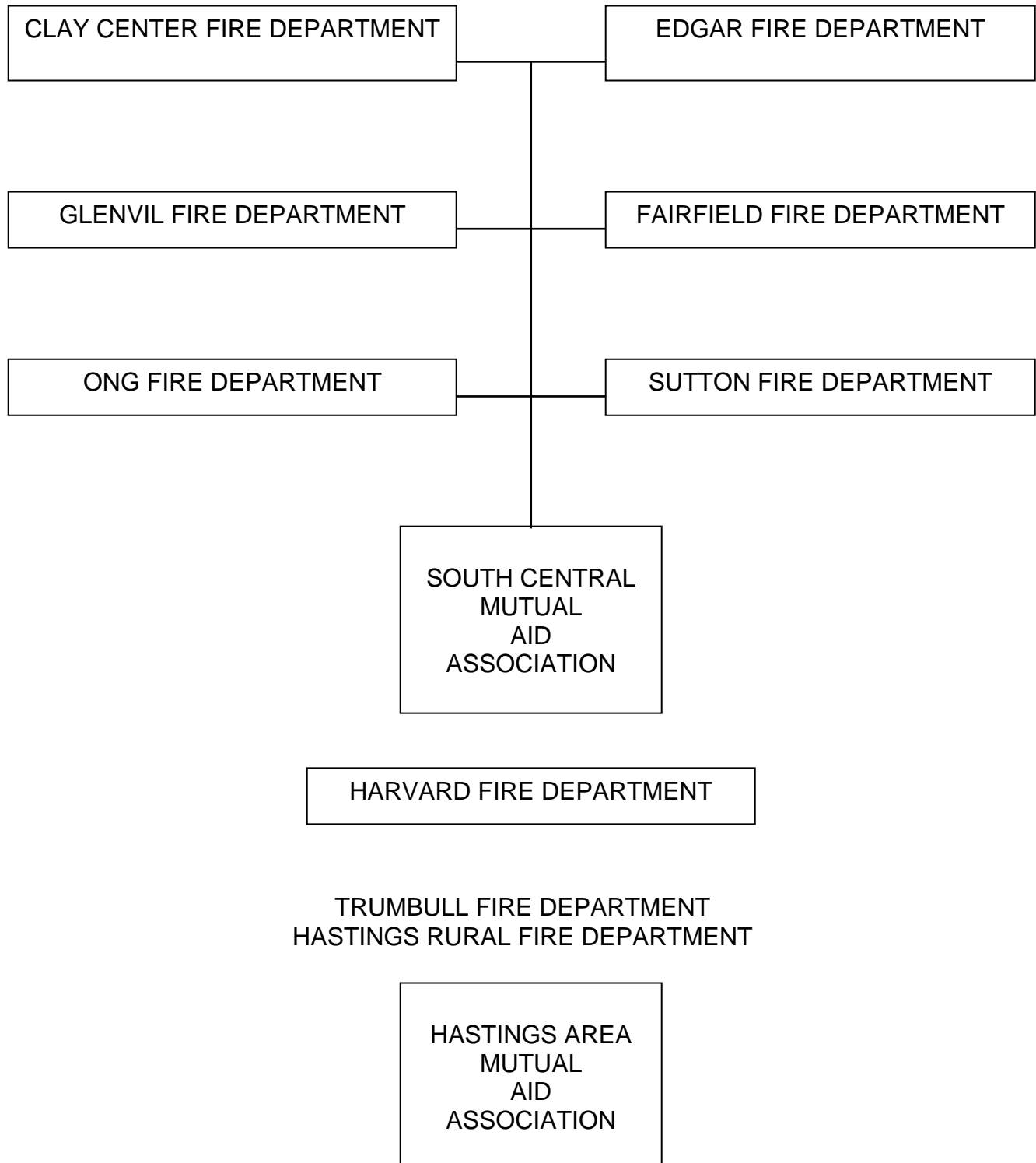
## Approximate Flood Hazard Area 100 Year Flood

For Exact Limits Of Flood Hazard Area – See U.S. Flood Insurance Administration Maps

With construction of the dam in Sutton and other work by the Corps Of Engineers, Sutton's flood hazard area will be re-mapped in the future

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## **FIRE SERVICES**



## FIRE SERVICES

### I. PURPOSE

The purpose of this Annex is to provide for a coordinated response for Fire Services during, or as a result of, a natural or man-made disaster or a nuclear crisis.

### II. SITUATION

- A. Clay County is vulnerable to various severe weather phenomena and failure of man-made structures that have the potential to destroy property and cause loss of life.
- B. There are major vehicular and rail transportation routes that pass through the county. Both truck and train traffic transport hazardous materials. In addition, there are a number of sites within the county for hazardous material storage. Because of this, the potential exists for both accidents and incidents involving hazardous materials.
- C. A risk analysis of fixed facilities and known transportation routes where potential release situations with possible consequences beyond the boundaries of the facility or adjacent to the transportation route was completed in conjunction with SARA Title III planning.
- D. Clay County is served by 9 Fire Departments, 7 of which operate Rescue Squads. See Attachment 1. Clay Center, Edgar, Fairfield, Glenvil, Harvard, Hastings Rural, MARC, Sutton, and Trumbull Fire Departments and Clay County Emergency Management are members of the Hastings Area Mutual Aid Association. Clay Center, Edgar, Fairfield, Glenvil, Ong, and Sutton Fire Departments and Clay County Emergency Management are members of South Central Mutual Aid.
- E. MARC has a private fire department in Clay County and Aurora Coop has a hazardous material response group.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. Existing fire personnel and equipment will be able to handle most emergency situations through their own resources or mutual aid.
- B. Clearing roads to permit passage of emergency vehicles will be a high priority responsibility of Public Works subsequent to any disaster. See Annex K.
- C. Law enforcement will handle on-scene traffic and crowd control to permit access for emergency personnel and equipment.

- D. After their arrival the Nebraska Department Of Health And Human Services Regulations and Licensure will advise the local Fire Departments on the radiological response activities of a radiological incident/accident involving Clay County.

#### IV. ORGANIZATION/RESPONSIBILITIES

- A. The primary responsibilities of the Fire Services are: prevention and suppression of fires; rescue services; response to hazardous material incidents; and supplying manpower for any emergency situation requiring extra manpower.
- B. The Clay County Emergency Manager is designated as the Community Emergency Coordinator (CEC) for hazardous materials incidents as defined in the Superfund Amendment.
  - 1. The 911 Communications Center receives notification from facilities that an accidental release of an extremely hazardous substance has occurred and relays the information to the local fire chief and the Clay County Emergency Manager.
  - 2. The local fire chief makes the determination to implement those portions of the plan relating to hazardous material incident response, as necessary.
  - 3. The Clay County Emergency Manager provides notification to the Local Emergency Planning Committee and the public that the plan has been activated.
- C. The Fire Chief of each individual jurisdiction or fire district is responsible for the coordination, planning, training, and development of Fire Department operational policy for the jurisdiction including:
  - 1. Fire Fighting,
  - 2. Coordination of Fire Services during a natural disaster,
  - 3. Work with Clay County Emergency Manager to coordinate with other governmental response authorities and Facility Emergency Coordinators in the event of a hazardous material incident.
- D. During emergency operations, the Fire Chief(s) of the affected jurisdiction(s), or a designated representative, will serve as a member of the EOC staff.
- E. In the event of a situation that affects more than one Fire Department in the county and a central Emergency Operations Center is activated, each department will select a member to represent their district on the EOC Staff. This representative will:

1. Coordinate data regarding requirements (i.e., personnel, equipment, supplies, reporting requirements, etc.) of the Fire Departments.
2. Act as a liaison between Fire Departments and the local government and other agencies/organizations.
3. Report general activities and status of Fire Services at EOC briefings.

F. Overall Fire Service Responsibilities are:

1. Fire Chief
  - a. Develop standard operating procedures and/or incident command system and policies of his/her department.
  - b. Coordinate and direct volunteers assisting the Fire Department.
  - c. Maintain current file of information submitted under Title III to include:
    - 1) List of reporting facilities and the Facility Emergency Coordinators (FEC).
    - 2) Material Safety Data Sheets (MSDS), Inventory lists or Tier II reports.
  - d. Preplan response to facilities where hazardous materials are produced, used, or stored.
  - e. Coordinate fire inspections for homes or commercial buildings during or after a disaster to ascertain if the facility is safe for occupancy.
  - f. Direct the level of response, request mutual aid or other assistance, and make all decisions concerning the Fire Department's actions and policies during emergency operations.
  - g. Direct search and rescue operations.
  - h. Work with the Medical Coordinator in the event of a Multiple Casualty Incident (MCI) if required. See Annex G.
  - i. Authorize Fire Department personnel and equipment to respond to mutual aid requests.

G. Lines of Succession

Each Fire Department's line of succession is as follows

1. Fire Chief,
2. Assistant Chief,
3. As adopted by the local department.

## V. CONCEPT OF OPERATIONS

### A. Mutual Aid

1. The Fire Chief will request mutual aid when the emergency extends beyond the capabilities of the local Fire Department.
2. When an emergency extends beyond the capabilities of local resources, the Fire Chief will
  - a. Notify the Clay County Emergency Management Director to coordinate additional support.
  - b. Request assistance from state and/or other agencies/organizations required at the scene through the Clay County Emergency Manager.

### B. Hazardous Materials

Specific policies, responsibilities, and operational procedures for hazardous material response including radiological are contained in Appendix 1 to this Annex. The following general guidelines apply for hazardous material response:

1. The local Fire Department is responsible for initial response, and, if possible, containment of hazardous material incidents within their level of training and certification. The Incident Commander will coordinate with law enforcement regarding
  - a. Defining hazard area,
  - b. Limiting access requirements,
  - c. Providing advice on hazards involved and making recommendations to local executives.
2. Direct advisory or technical support will be requested through the Communications Center.
  - a. Accidents involving chemicals
    - 1) Chemtrec (1-800-424-9300),

- 2) State Fire Marshal's Office,
  - 3) Nebraska Department of Environmental Quality,
  - 4) Using mutual aid to call the Clay County Advisor Group.
- b. Accidents involving radioactive materials
- 1) Immediate notification to the Nebraska Department of Health and Human Services is required. Once they have been notified, it is their responsibility to determine what radiation control actions are necessary to protect the public.
  - 2) Each Fire Chief will ensure that personnel are selected and trained in both radiological monitoring equipment operation and agency emergency response procedures before responding to a radiological incident.
  - 3) In addition, all reportable hazardous material incidents will be reported to the Clay County Emergency Management Director for coordinating additional support and for notification of/reporting to appropriate state agencies.

### C. Searches

1. The Senior Fire Officer of the jurisdiction will coordinate all searches involving
  - a. Fires,
  - b. Personal injuries.
2. Law enforcement officials are responsible for searches involving
  - a. Lost or missing persons,
  - b. Fugitives,
  - c. Bomb scares.
3. The State Department of Aeronautics is responsible for all searches involving missing or downed aircraft other than military.
4. When a search extends beyond the capabilities of the coordinating agency, the Clay County Emergency Management Director will be notified to coordinate additional requirements.



5. Additional resources (personnel, equipment, supplies) may be available through
  - a. Mutual Aid,
  - b. Local, state, and/or federal agencies,
  - c. Volunteer organizations.

#### D. Rescue

Rescue operations are usually performed by the Fire Department. Annex G has a detailed description of emergency medical operations. Each jurisdiction is responsible for providing rescue, emergency treatment, and transportation for the seriously ill or injured. This is accomplished through:

1. The local Fire Department's Rescue Unit. See Annex G, Attachment 2, for EMS resources.
2. An adjacent Fire Department's Rescue Unit when the local Fire Department does not operate a Rescue Unit and their assigned Rescue Unit is unavailable or when the Rescue Unit is unavailable and a series of 5 pages have been sent out by the 911 Communication Center without answer. Rescue operations will be done by local fire district boundary unless other arrangements have been made by the local fire district.
3. The Rescue Units of the individual Fire Departments have the capability to provide basic life support only. Rural Metro or Hamilton County Service will have to be called if Advance Life Support Service is required.

#### E. Resources

1. The State Fire Marshal has certain fire response and investigative responsibilities as set forth in State Statutes. In addition, the Fire Marshal will support operations to the fullest extent possible and would normally be contacted as early as possible in major fire, explosion, or hazardous material incidents or accidents.
2. Agencies available to support Fire Services along with contact information are listed in the Clay County Mutual Aid Association Resource Directory and the Clay County Emergency Management Resource Lists.

#### F. Support To Other Agencies

The Fire Chief has the authority to utilize the Fire Department personnel and equipment to support other agencies or organizations during an

emergency/disaster, dependent on the current situation and resources available. Areas of possible support include:

1. Law Enforcement: traffic and crowd control.
2. Health and Medical: first aid stations, public health (i.e., collecting water samples, etc.), and transportation to assist a medical facility during evacuation.
3. Radiological Protection: radiological monitoring and decontamination.
4. Public Works: debris clearance.
5. Emergency Management: Storm spotting, flooding.

G. Extended Operations

1. All fire and rescue personnel in Clay County may go on full time status with twelve (12) hour shifts. An exception will be the individuals who are considered by the Executive Group to be key personnel in other areas.
2. Mutual aid information may be coordinated through the Unified Incident Command Group.
3. The fire districts within Clay County will maintain their normal jurisdictional responsibilities.

VI. ADMINISTRATIVE AND LOGISTICS

A. Administration

The individual Fire Departments will maintain the normal administrative records of personnel, equipment and material used. Accurate record keeping will identify specific needs to the Resources Coordinator. See Annex L.

B. Reports

Each Fire Chief will prepare and submit reports required by Statutes of the State of Nebraska and as requested by other state agencies.

C. Training

1. In addition to the prescribed training required by Fire Departments for normal operations, fire personnel should be trained in
  - a. Radiological monitoring/decontamination - every two years,

- b. Hazardous materials response to the level determined by their employer in compliance with OSHA and EPA regulations. It is critical that responders never perform a function for which they are not adequately trained and equipped. It is hoped that no one will be below the Operations Level of Responder.
  - c. Crowd control, evacuation, traffic control, spotting, damage assessment, unified incident command, NIMS, mass vaccination, and any other that is needed.
2. Intra-agency action will be taken to inform other emergency support agencies of the physical hazards associated with fire emergencies.

#### D. General

Some of the information contained in this Annex may also be found in the publication "South Central Mutual Aid Association" dated 1997 and supporting documents. Additional detailed information specifically pertaining to the Mutual Aid Association is contained in these publications and has not been duplicated in this Plan.

### LIST OF ATTACHMENTS

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LIST OF ATTACHMENTS  
(continued)

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## CLAY COUNTY FIRE RESOURCES

FIRE DEPARTMENT	PHONE	AERIAL	PUMPER	TANKER	PUMPER/TANKER	GRASS WEED TRUCK	UTILITY TRUCK	RESCUE UNITS	OTHER SPECIAL-ITIES
Clay Center	762-3434		1	3		1	1	1	Ambulance & cascade
Edgar	224-3005		2	2		1	1		2 Ambulances
Fairfield	726-2540		2	2		1			Ambulance & cascade
Glenvil	771-2242		1	2		1			Ambulance
Harvard	772-2621		2	2		1		1	2 Ambulances
Ong	284-2341			1	1	1			Ambulance
Sutton	773-4598		2	2		1		1	2 Ambulance
Trumbull	743-2200			1	1	1			
Hastings	469-2825		3	1		3			3 Jaws

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## HAZARDOUS MATERIALS RESPONSE

I. PURPOSE

To identify actions required to minimize damage to human health, natural systems and property caused by the actual or potential spill or release of hazardous materials, including a radioactive material incident/accident.

II. SITUATION

A. Substances, which if released in an uncontrolled manner (i.e. spill), can be harmful to people, animals, property, and/or the environment. A hazardous material is any substance or combination of substances, which because of quantity, concentration, physical, chemical, or infectious characteristics may pose substantial immediate or potential hazards to humans or the environment.

B. Clay County is vulnerable to various hazardous materials. Agricultural and industrial chemicals, explosive and combustible materials are stored in and transported throughout the county regularly.

1. There are facilities within the county with the potential of a release beyond the boundaries of the facility.

a. Some facilities store extremely hazardous material over the SARA Title III threshold levels. See Attachment 1 for the listing of facilities.

b. Some facilities produce, use or store hazardous materials that are not required to be reported under Title III. See Attachment 1.

2. Hazardous materials, including radiological materials, transported on Highways 6, 14, 41, 74, the Union Pacific and Burlington Northern Railroads, pipelines, or aircraft could be involved in an accident causing a spill or the potential for a spill. See Attachment 2 for the location of these transportation routes.

3. There are several areas particularly vulnerable to hazardous material spills.

a. Locations may contribute to additional risk because of their proximity to facilities with hazardous materials. See Attachment 1 for these locations.

b. Special populations, such as schools or nursing homes, are subject to additional risk due to their proximity to facilities with hazardous substances. See Attachment 1.

4. Some areas of Clay County because of sensitive environment, land use patterns or water supplies are particularly vulnerable. See Attachment 1.
  5. Weather and time variables, like time of day and month of year, may impact on the response to a HazMat incident.
- C. OSHA and EPA regulations define levels of training required for response to a hazardous materials incident. The employer must certify the level of training for each person who may respond to an incident. Responders will not perform any function they are not trained and equipped to execute.
1. There is a Mutual Aid called Advisor Response Team in Clay County, trained and equipped to respond to a hazardous material spill.
  2. The Fire Departments have response vehicles equipped with some of the following special resources: self-contained breathing apparatus, respirators and hazardous material gear, bunker/turnout gear, binoculars, foam/agents, foam application equipment, sorbents, communications, radiological monitoring equipment, dry chemical extinguishers and are trained to handle some but not all hazardous materials incidents.
  3. Facilities that use and store hazardous materials have some response equipment and Aurora Coop has a small response team for on their own property...
- D. There are many different ways an individual can be exposed to radioactive materials. In Clay County, highways and railroads are used for receiving and/or transporting these materials. Any peacetime radiological incident would probably be the result of a transportation accident.
- E. Registered use of radioactive material in Clay County are:

LicenseePurpose

- |         |          |
|---------|----------|
| 1. MARC | Research |
|---------|----------|

### III. ASSUMPTIONS

- A. The fire department, EMS, or law enforcement agency responding to an accident scene will usually be the first to discover the presence of hazardous materials either spilling or with the potential to spill. These personnel usually have had some training in handling this type of incident.
- B. It is imperative that the hazardous material involved in the incident be identified as early as possible for the safety not only of the general populace, but for the



first responders as well. Knowledge of the agent involved will determine the specific response required.

- C. This plan considers any incident/accident involving radioactive materials that could have an impact on Clay County. The most likely scenario would be a transportation accident. It is unlikely that the shipping container would rupture due to the impact; however, attendant with each vehicle accident is the distinct possibility of fire or explosion. These could either melt the protective lead containers or create a rupture allowing a release of the radioactive materials. In the early stages of this type incident/accident, local capabilities are usually stressed because assistance from persons with special radiological knowledge and expertise may not be immediately available.
- D. In the event of a radiological incident/accident, response personnel will notify the Nebraska State Patrol in Lincoln (402) 471-4545. The first responder calling the State Patrol should gather as much of the information as possible from the Hazardous Materials Reporting Form (Attachment 3) prior to placing the call.

#### IV. RESPONSIBILITIES

- A. The Fire Department is responsible for:
  - 1. Coordination with the Facility Emergency Coordinator on response to hazardous substances in the facility.
  - 2. Initial response and containment, if possible.
  - 3. Coordination and the establishment of a command post at the scene.
  - 4. Assuring that first responders receive sufficient direction to be able to handle the situation properly.
  - 5. Planning for possible in-place-shelter or evacuation of buildings or areas involved.
  - 6. Coordination with law enforcement defining the hazard area.
  - 7. Request the County Advisor team if necessary and their equipment stored in Glenvil.
  - 8. Request State Emergency Response Team (SERT) through the Nebraska State Patrol, if necessary,
  - 8. Initiating notification of support agencies, through Unified Command and EMS, including hospitals that may receive potentially contaminated patients.

9. Ensuring that a hazardous material training program is conducted for all department personnel.
- B. Law Enforcement Agencies are responsible for:
1. Providing security for the hazard area.
  2. Traffic and crowd control.
  3. Evacuation movement.
  4. Training their personnel in personal safety and dangers and use of hazardous material PPE and defibrillators carried in all law enforcement vehicles.
- C. Clay County Emergency Management Agency is responsible for:
1. Acting as the Community Emergency Coordinator for hazardous material in Clay County.
  2. Notification of support agencies.
  3. Coordination with charitable and volunteer organizations that may provide assistance.
  4. Coordination with state and federal agencies that may have a disaster response role.
  5. Coordination in notifying the public of evacuation areas or other health and protective measures.
  6. Ensuring that an appropriate training program is developed and conducted which will provide the unique skills and capabilities required for radiological operations within the various departments of government. Emergency response agencies such as law enforcement, fire, and rescue services are considered primary responders to a radiological incident.
- D. Radiological Responders
1. Radiological Officer
    - a. Clay County Emergency Management serves as Radiological Officer (RO)
    - b. The Clay County Emergency Management Personnel, the Nebraska Emergency Management Agency, and the Nebraska Health and Human Services System work together to develop and maintain a radiological

program in the jurisdiction. Emergency Management is involved in recruiting and training Radiological Monitors, makes quarterly operational checks of assigned monitoring equipment and reviews response plans.

2. Radiological Monitor
    - a. Clay County has assigned and trained Radiological Monitors (RM)
    - b. Radiological Monitors are first responders with additional training in on-scene radiological monitoring. Emergency Management also identifies radiological hazards, recommends protective actions, works with the local responders, continues monitoring and makes technical recommendations to the Incident Commander until all regulatory agencies declare the site safe.
  3. Local government agencies may be responsible for decontamination of their equipment and vehicles.
- E. State Agencies
1. Nebraska Emergency Management Agency: coordinate state agency response and provide assistance and support as determined by the situation.
  2. The Nebraska Department of Environmental Quality (NDEQ)
    - a. Provide technical assistance for determining areas likely to be affected by an on-going release.
    - b. Providing technical assistance relevant to the containment and cleanup of hazardous materials incidents. They are also responsible for warning downstream water users, where applicable.
    - c. Approve the cleanup plan and notify the responsible person when satisfactory cleanup is achieved.
    - d. Give prior approval to all disposal actions.
    - e. May require a report, following the cleanup, from the responsible person describing all aspects of the incident including cause of the release, monitoring requirements (long and short term), cleanup and disposal methods, and steps to prevent a similar occurrence. If the cleanup is to be long-term, the Department may require interim status reports.
    - f. NDEQ is the main point of contact with the Regional Response Team (RRT), for requesting assistance, resources and coordination with Federal Agencies for response, cleanup and recovery actions.

3. The State Department of Health and Human Services System (HHSS)
  - a. The Department of Health and Human Services Regulation and Licensure (HHS-R&L), under the authority of R.R.S. 71-3513, has responsibility to issue regulations and require actions to be taken to meet any radiological emergency. Once notified of an accident/incident involving radioactive materials, HHS-R&L is responsible for health hazard assessment and controlling/ advising of all safety, containment, decontamination, and cleanup actions.
  - b. Notify the public of the potential health effects of a HazMat incident.
4. The State Fire Marshal: supports the local fire department's response in all working fires and hazardous materials incidents.
5. The Nebraska Department of Agriculture: can provide additional technical assistance for a suspected or actual pesticide release.

F. Federal Government

1. U.S. Nuclear Regulatory Commission (USNRC)
  - a. Coordinates the overall federal technical response to a radiological emergency.
  - b. Provides technical advice to state or local agencies.
  - c. Assesses the nature and extent of the radiological emergency and the potential consequences to the health and safety of the public.
2. Environmental Protection Agency (EPA)
  - a. Emergency planning and response branch provides technical assistance in hazardous material spills under the National Contingency Plan.
  - b. Establishes radiological protective action guides (PAGs) and recommends appropriate protective measures.
  - c. During emergency operations provides personnel, equipment, and laboratory support to assist DOE in monitoring activities.
  - d. Assumes the responsibility from the Department Of Energy for the intermediate and long-term monitoring function.

- e. Can provide resources through the Regional Response Team (RRT). The RRT can be activated through the NDEQ.
  - f. Office of Water and Hazardous Materials provides assistance with pesticide incidents.
  - g. Section 123 of SARA authorizes EPA to reimburse local governments, who qualify, for expenses incurred in carrying out temporary emergency measures in response to hazardous substance threats. Reimbursement is available only to local governments. To be eligible for these funds, EPA must be notified within 24 hours of the incident by calling the National Response Center at 1-800-424-8802. An application package may be obtained by calling the Superfund Hotline 1-800-424-9346.
- 3. Department of Energy (DOE) during federal support operations will provide the personnel, on-scene technical director, and equipment for radiological monitoring and assessment activities.
  - 4. Department of Transportation (DOT): under Public Law 93-633, Section 109 (d) (2), the DOT is required to provide information and advice in transportation emergencies involving hazardous materials. The DOT will also investigate transportation accidents and inspect for violations under their authority.
  - 5. National Response Center (NRC): receives and relays notices of releases to the appropriate On-scene Commander (OSC), disseminates OSC and RRT reports to the National Response Team (NRT), and provides facilities for the NRT to use in coordinating a national response action.

#### G. Industry

##### 1. Owner or Operator

- a. The owner is required to notify the State Department of Environmental Quality and the Clay County 911 Communications Center and/or Clay County Emergency Management upon discovery of a release of certain hazardous materials.
- b. The owner or operator will designate a Facility Emergency Coordinator who will participate in the planning process and who will notify the Community Emergency Coordinator for the Local Emergency Planning Committee, the State Emergency Response Commission (SERC) of any state likely to be affected by the release, the National Response Center (NRC), and any other persons to whom the facility is to give notification.
- c. The Facility Emergency Coordinator will make available to the Community Emergency Coordinator any information needed for

implementing this emergency plan including advise on response, evacuation and in-place shelter options.

2. Shipper: under the regulations of the U.S. Department of Transportation (DOT) and the Nuclear Regulatory Commission, the shipper of hazardous materials is responsible for complying with all applicable regulations in packaging, labeling, marking, and otherwise preparing any goods for transport by carrier. The shipper must certify on the shipping papers that applicable regulatory requirements have been met. DOT regulations also require him to inform the carrier of any special precautions that must be taken in the transport of his goods. If called in case of an accident, the shipper is also required to provide whatever details about his shipment that is necessary and helpful. The shipper may wish to offer assistance in confining and cleaning up any accident involving his shipment. The shipper must also provide a list of 24-hour telephone contacts of persons familiar with the technical details of the shipment.
3. Carrier: the carrier is responsible for handling, stowing, storing shipments, and placarding vehicles in accordance with DOT regulations and exercising due care in transporting the shipment to the consignee. In the event of an accident, the carrier is responsible for initial actions to include notification of appropriate governments, the shipper, DOT, and possibly the Department of Energy (DOE). The carrier also has the basic responsibility for containing or confining any threat associated with the cargo in his possession, whether or not radioactive materials or other hazardous materials are involved. During recovery, the carrier also has the basic responsibility to see that the cleanup/decontamination is completed.
4. Licensees: the license authority of the NRC authorizes users/custodians of radioactive materials. Licensees operating within the states generally fall into one or two categories. They either must comply with the Nebraska Radiation Control Act (RRS 71-3501 to 71-3519) or they must be covered by an appropriate reciprocal procedure. Radioactive materials licensees are engaged in medical, industrial or construction activities at fixed locations and/or temporary job sites. In the event of a radiological incident, licensees must respond as required by HHS-R&L regulations. Licensees may assume the responsibilities of shipper when radioactive materials under their control must be transported by a carrier.

## V. CONCEPT OF OPERATIONS

Most operations would be conducted as defined elsewhere throughout this Plan. This Appendix addresses only those unique aspects of hazardous materials incidents.

## A. Notification

1. When a hazardous materials incident is identified, the first responders will notify local authorities and executives of the incident.
  - a. In the event of a fixed site incident, the facility will use the normal emergency notification system to notify the Fire Chief and the Clay County Emergency Manager. The Unified Command Group and the Incident Commander shall make determinations necessary to implement the plan.
  - b. In the event of a transportation spill, the notification will be satisfied by dialing 911.
2. The owners/shippers of the materials should be notified to request information on the properties of the hazardous materials involved.
3. The appropriate State Agencies should be advised of the situation using the Hazardous Material Incident Report Form, Attachment 3, to ensure that all necessary information is gathered and reported and request assistance if the situation is beyond local and/or mutual aid capabilities.
4. When the incident is identified as having a radiological material involved and the rescue of injured personnel has been completed and an initial safety perimeter established, all other activities will be accomplished under the advice of HHS-R&L. That agency will be notified via Nebraska State Patrol Communications as soon as possible after the initiation of the hazardous event.
5. The Clay County Emergency Management Director will alert volunteer and charitable organizations that may provide assistance to evacuees.

## B. Initial Response

1. The Initial Incident Commander, upon determination that a release of a hazardous substances has occurred, or is likely to occur, will identify the area to be isolated by a controlled perimeter, the area of population likely to be affected by such release, and report this information to the dispatch center to relay to other responding agencies.
2. Determine the nature of the material from the placard, label, or shipping papers from the shipper/owner.
3. Identify, evaluate, and assess the problem and its potential. Consider that some effects of the incident may not be noticeable for some time.

4. Contact CHEMTREC (1-800-424-9300) for information to determine the most effective handling of the incident.
5. The Advisor Group can be contacted by calling for mutual aid through the Clay County 911 Communications Center.
6. The State Emergency Response Team (SERT) may be requested through the Nebraska State Patrol to aid the responding units. NSP will dispatch the closest members of the team to the scene to provide guidance and technical assistance to the Incident Commander.

#### C. Emergency Public Information

It is important to provide accurate information to the public so they know what to do immediately to protect them.

1. The Public Information Officer will coordinate the dissemination of information concerning the incident with the Chief Executive Officer, the Unified Command Group, and Clay County Emergency Management Director as defined in Annex D.
2. Because information will be needed quickly, the National Weather Service in Hastings will broadcast any event over its all-hazard radios. Public radio and television are the next best media to release data on health hazards, precautions for personal protection, and evacuation routes away from the hazard area. Radio and TV stations commonly used in Clay County are listed in Annex D, Attachment 1.

#### D. Evacuation / In-place-shelter

1. The Incident Commander will make the decision to shelter in-place or evacuate the hazard area based on the recommendations of CHEMTREC, the DOT Emergency Response Guidebook, the manufacturer, and/or state or federal agency advisors.
2. Policy and procedures for evacuation are defined in Annex E. In-place – sheltering procedures are in Annex J. Procedures for movement of evacuees are in Annex H. Procedures for the reception and care of evacuees are in Annex I.

#### E. Containment and Cleanup

1. Determine what can be done, based on training and equipment available, to remove the threat, i.e., contain and/or counteract, decontaminate, or remove, etc. By law it is the spiller's responsibility to contain or confine any threat associated with the cargo in their possession.



2. The responsible party should accomplish cleanup and disposal as specified by publications and agencies depending on the material involved.
3. The manufacturer is a source of advice and information for a chemical decontamination team.
4. The Regional Response Team (RRT), composed of representatives of Federal Agencies may be convened by the Federal On-Scene Coordinator to provide advise or recommendations during a response to a major hazardous materials incident.
5. Clay County Emergency Management is designated to stay with an incident until it is finished and then to notify the Clay County LEPC about the event.

#### F. Health and Safety

Federal law requires the presence of a Safety Officer on every hazardous materials site. The Safety Officer will:

1. Determine the types of respiratory or other protective equipment required for workers.
2. Treat victims if accurate diagnosis can be obtained. Some effects may not be noticeable for some time. Information should be obtained to identify all persons at the scene even if no immediate medical problems appear.
3. Get emergency medical information and other pertinent information from CHEMTREC (800-424-9300).
4. Notify local supporting hospitals of the hazardous substance's identity and the number of persons affected.
5. Have standby medical personnel ready to provide service to those working on the material. Provide medical checkup for all who have been exposed.
6. Every precaution should be taken to minimize exposure of emergency workers to radiation. Dosimeters are included in all monitoring sets issued to emergency response personnel. Once the presence of radioactive material is detected, the on-scene commander will ensure that personnel wear dosimeters and/or TLDs (if available). The Clay County Radiological officer will ensure that sufficient dosimeters/TLDs are charged and available at the scene and those records of exposure times and readings are initiated. Lifesaving rescue and emergency care will not be delayed in order to obtain precise measurements of radiation exposure levels or to distribute radiological equipment.

- a. Radiation exposure to emergency workers will be kept as low as reasonably achievable. Guidelines recommend maximum accumulation of not more than 1 REM in general emergency situation or 25 REM to save a life.
- b. Air breathing apparatus should be utilized if there is a gaseous or particulate release of radioactive material. If in doubt, the equipment should be used.

#### G. Security

The defined hazard area will be isolated and cordoned, permitting only lifesaving and response operations, if the responders are properly trained and equipped.

#### H. Explosive Handling

Only trained specialists should attempt to remove or defuse an explosive device when found.

1. Police, key officials, and the State Patrol Office will be notified immediately. Other agencies that might be notified depending on the circumstances are the State Fire Marshal and the Nebraska Emergency Management Agency.
2. If it is a military device, notify the nearest military installation.
3. If terrorist activity is suspected, use the procedures outlined in Appendix 1 to Annex H.

### VI. TRAINING AND EXERCISE

#### A. Training

1. In addition to the training required for normal operations, fire, law enforcement and medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA and EPA regulations. Mutual Aid called advisors will be trained at least to operations level with specialized training in propane anhydrous, and wearing of level A and B suits.
2. Radiological Officers and all Radiological Monitors will receive initial radiological training. This training should specifically relate to their area of individual responsibility.

#### B. Exercise

An exercise involving response to a hazardous material incident should be conducted annually.

## **+HAZARDOUS MATERIALS STORAGE AND VULNERABLE AREAS IN CLAY CENTER**

The Clay County LEPC has completed a risk analysis of facilities that store or use hazardous materials in Clay County. They have divided the facilities into three risk categories.

- Category #1      Facilities that pose a risk to the entire community.  
 Category #2      Facilities that pose a risk to a localized area of one square block.  
 Category #3      Facilities that pose a risk inside the building and the area immediately surrounding it.

<u>HAZARDOUS MATERIALS FACILITIES</u>		
CATEGORY 1	CATEGORY 2	CATEGORY 3
MARC Aurora Coop	MARC County Weed Authority Clay Center Swimming Pool County Store Dahlsen Truck Line Arteck Enterprise	MARC Clay Center Lumber City Shop Clay Center Market Clay Center School Cooney Refrigeration County Shop Nelson 4x4 Smith Service South Central Public Power

<u>VULNERABLE AREAS</u>
Clay Center Public Schools Clay Center Pre-School Low Income Housing Area Day Care Home Clay County Courthouse Business on the Square Clay Center Christian Church Lutheran Church

## HAZARDOUS MATERIALS STORAGE AND VULNERABLE AREAS IN DEWEESE

The Clay County LEPC has completed a risk analysis of facilities that store or use hazardous materials in Clay County. They have divided the facilities into three risk categories.

- Category #1 Facilities that pose a risk to the entire community.  
Category #2 Facilities that pose a risk to a localized area of one square block.  
Category #3 Facilities that pose a risk inside the building and the area immediately surrounding it.

<u>HAZARDOUS MATERIALS FACILITIES</u>		
CATEGORY 1	CATEGORY 2	CATEGORY 3
Deweese Agri Service	Deweese Sand & Gravel	

<u>VULNERABLE AREAS</u>
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## **HAZARDOUS MATERIALS STORAGE AND VULNERABLE AREAS IN EDGAR**

The Clay County LEPC has completed a risk analysis of facilities that store or use hazardous materials in Clay County. They have divided the facilities into three risk categories.

- Category #1      Facilities that pose a risk to the entire community.  
 Category #2      Facilities that pose a risk to a localize area of one square block.  
 Category #3      Facilities that pose a risk inside the building and the area immediately surrounding it.

<u>HAZARDOUS MATERIALS FACILITIES</u>		
CATEGORY 1	CATEGORY 2	CATEGORY 3
Fairfield N/S Coop Superior-Deshler Aurora Coop – Sedan Aurora Coop - Edgar	Beck's Repair Swimming pool Diamond 7 Shop Mike's Service Station Regal Lanes Shuck Drilling Parts & More	City Shop Corner Market Edgar Motor KN Energy, Inc. McReynolds Farm Moore Electric South Central Body Shop

<u>VULNERABLE AREAS</u>
Leisure Village Swimming Pool Rose Brook Care Center Businesses on "C" Street Church of the Plains Christian Church

## **HAZARDOUS MATERIALS STORAGE AND VULNERABLE AREAS IN FAIRFIELD**

The Clay County LEPC has completed a risk analysis of facilities that store or use hazardous materials in Clay County. They have divided the facilities into three risk categories.

- Category #1      Facilities that pose a risk to the entire community.  
 Category #2      Facilities that pose a risk to a localized area of one square block.  
 Category #3      Facilities that pose a risk inside the building and the area immediately surrounding it.

<u>HAZARDOUS MATERIALS FACILITIES</u>		
CATEGORY 1	CATEGORY 2	CATEGORY 3
Frager Aerial Fairfield N/S	Ken & Al's Service Kissinger R Lazy K	Engel Grocery Butcher Shop City Shop Dick's Garage Lynn Ridgway Repair Sandy Creek Jr/Sr High 3L Feedyard Orvis Peshek Tom Herbek South Central PPD

<u>VULNERABLE AREAS</u>
Low Income Housing Area Head Start Businesses on "D" Street Community Presbyterian Church

## **HAZARDOUS MATERIALS STORAGE AND VULNERABLE AREAS IN GLENVIL**

The Clay County LEPC has completed a risk analysis of facilities that store or use hazardous materials in Clay County. They have divided the facilities into three risk categories.

- Category #1 Facilities that pose a risk to the entire community.  
Category #2 Facilities that pose a risk to a localized area of one square block.  
Category #3 Facilities that pose a risk inside the building and the area immediately surrounding it.

<u>HAZARDOUS MATERIALS FACILITIES</u>		
CATEGORY 1	CATEGORY 2	CATEGORY 3
Fairfield N/S Coop	Ken & Al's Service Kissinger R Lazy K Army National Guard	Cuba Excavating City Shop Murman's Dairy Paul's Mall

<u>VULNERABLE AREAS</u>
Glenvil Legion Club Lutheran Church

## **HAZARDOUS MATERIALS STORAGE AND VULNERABLE AREAS IN HARVARD**

The Clay County LEPC has completed a risk analysis of facilities that store or use hazardous materials in Clay County. They have divided the facilities into three risk categories.

- Category #1      Facilities that pose a risk to the entire community.  
 Category #2      Facilities that pose a risk to a localized area of one square block.  
 Category #3      Facilities that pose a risk inside the building and the area immediately surrounding it.

<u>HAZARDOUS MATERIALS FACILITIES</u>		
CATEGORY 1	CATEGORY 2	CATEGORY 3
Aurora Coop Elevator Harvard Chemical Heartland Coop – Inland Aurora Coop - Eldorado	Ag-Repair Swimming Pool Harvard State Airfield Cooperative Producers, Inland	City Shop The Cover Up DeLap Machine & Manufacturing Harvard Food Mart Harvard Locker & Meat Harvard Public School Harvard Rest Haven

<u>VULNERABLE AREAS</u>
Harvard High School Harvard Rest Haven Businesses on Clay Avenue Catholic Church



## HAZARDOUS MATERIALS STORAGE AND VULNERABLE AREAS IN ONG

The Clay County LEPC has completed a risk analysis of facilities that store or use hazardous materials in Clay County. They have divided the facilities into three risk categories.

- Category #1 Facilities that pose a risk to the entire community.  
Category #2 Facilities that pose a risk to a localized area of one square block.  
Category #3 Facilities that pose a risk inside the building and the area immediately surrounding it.

<u>HAZARDOUS MATERIALS FACILITIES</u>		
CATEGORY 1	CATEGORY 2	CATEGORY 3
Aurora Coop	Aurora Coop Anderson Tree Service	

<u>VULNERABLE AREAS</u>

## **HAZARDOUS MATERIALS STORAGE AND VULNERABLE AREAS IN SUTTON**

The Clay County LEPC has completed a risk analysis of facilities that store or use hazardous materials in Clay County. They have divided the facilities into three risk categories.

- Category #1      Facilities that pose a risk to the entire community.  
 Category #2      Facilities that pose a risk to a localized area of one square block.  
 Category #3      Facilities that pose a risk inside the building and the area immediately surrounding it.

<u>HAZARDOUS MATERIALS FACILITIES</u>		
CATEGORY 1	CATEGORY 2	CATEGORY 3
George Aerial Spray George Bros Trucking Jim's Agri Air Plettner Aerial Heartland Coop Heartland Coop Highway 41 Heartland Coop DLD Road Heartland Coop Saronville	BG's Corner Becker Body & Auto Sales Central NE Wood Preserves Clay Bowl Lien Construction Heins Welding Friesen Chevrolet George's 66 Hofmann Construction Genie B's Ted's OK Tire Store Sutton Coop Service Station Swimming Pool Van Kirk Bros Construction	A&L Plumbing Brown Thrift City Shop County Shop Alltel Telephone Majors Garage Monson's Garage Paint & Paper Palace Smith Trenching Sutton Auto Supply Sutton Community Home Sutton Vet Clinic Wuger Shop

<u>VULNERABLE AREAS</u>
Sutton Public School Sutton Community Home Sutton Christian School Nolde Retirement Center Swimming Pool Sutton Community Senior Center Businesses on Saunders

## **HAZARDOUS MATERIALS STORAGE AND VULNERABLE AREAS IN TRUMBULL**

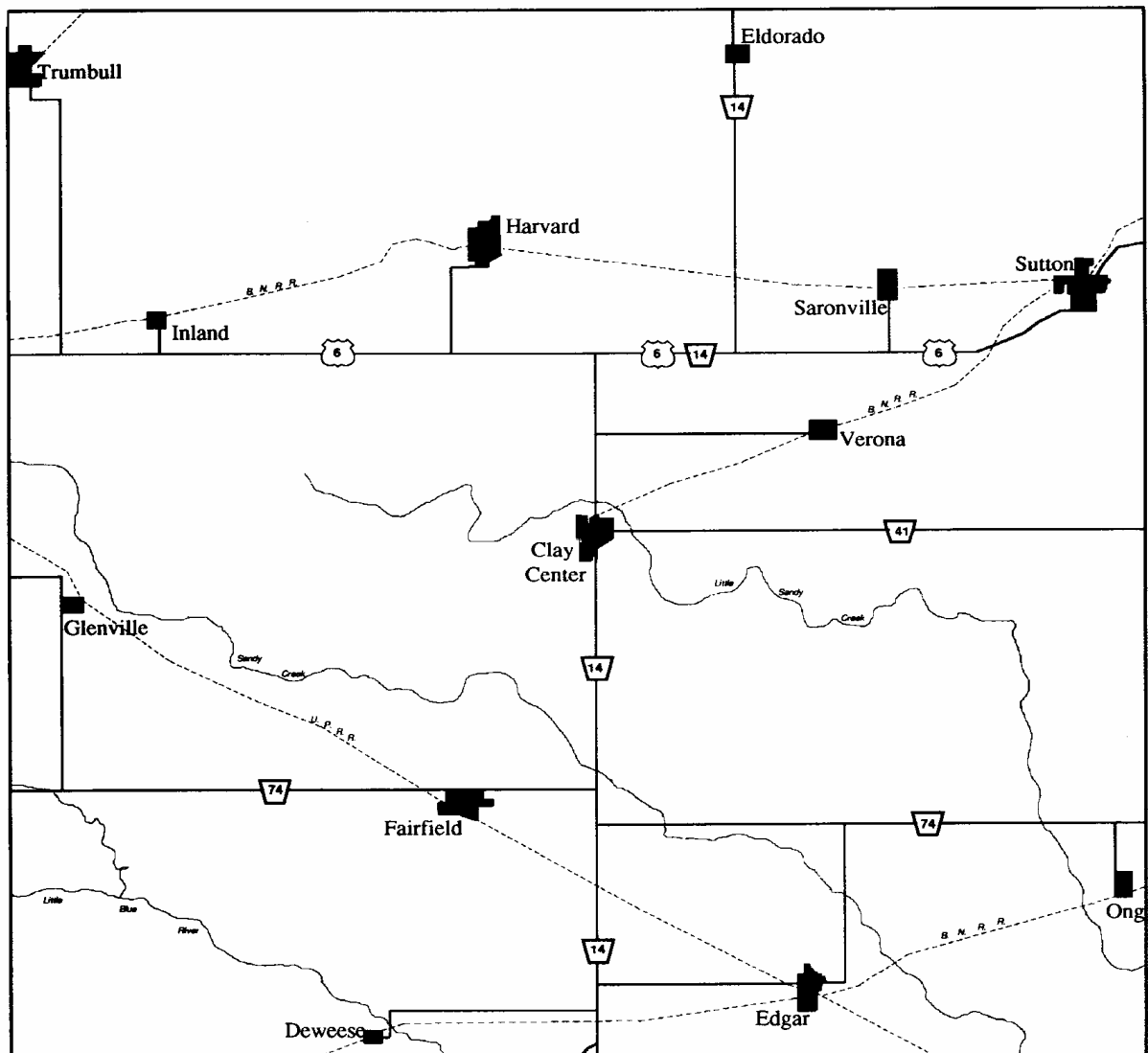
The Clay County LEPC has completed a risk analysis of facilities that store or use hazardous materials in Clay County. They have divided the facilities into three risk categories.

- Category #1 Facilities that pose a risk to the entire community.  
Category #2 Facilities that pose a risk to a localized area of one square block.  
Category #3 Facilities that pose a risk inside the building and the area immediately surrounding it.

<u>HAZARDOUS MATERIALS FACILITIES</u>		
CATEGORY 1	CATEGORY 2	CATEGORY 3
Heartland Coop	Heartland Coop	Samuelson Equipment

<u>VULNERABLE AREAS</u>
-------------------------

## CLAY COUNTY



## HAZARDOUS MATERIALS TRANSPORTATION ROUTES

## HAZARDOUS MATERIAL INCIDENT REPORT

Anyone giving or receiving a report of an incident should obtain as much of the following information as possible.

\* Time Report \_\_\_\_\_ a.m./p.m. \* Date \_\_\_\_\_

\* NAME OF PERSON CALLING \_\_\_\_\_

\* REPRESENTING \_\_\_\_\_ TITLE OR POSITION \_\_\_\_\_

\* TELEPHONE NUMBER WHERE PERSON CALLING MAY BE REACHED \_\_\_\_\_

\* LOCATION OF INCIDENT:

\* City \_\_\_\_\_ \* County \_\_\_\_\_

\* Exact location of area involved: \_\_\_\_\_

\* HAZARDOUS MATERIAL INVOLVED:

\* Chemical name: \_\_\_\_\_

\* Quantity spilled/released (if known): \_\_\_\_\_

\* Physical form (e.g., liquid, solid, or gas): \_\_\_\_\_

\* Duration of release: \_\_\_\_\_

\* Media into which the release occurred (e.g. land, air): \_\_\_\_\_

\* Manufacturer: \_\_\_\_\_

\* Measurements from radiation detection instruments: \_\_\_\_\_

## DESCRIPTION OF INCIDENT:

A. Time and date of incident: \_\_\_\_\_ a.m./p.m. \_\_\_\_/\_\_\_\_/20\_\_\_\_

B. Weather conditions (wind, atmospheric conditions, etc.) \_\_\_\_\_

C. Current status of incident:

1. Is the incident area secured? \_\_\_\_\_

2. Was there an explosion? \_\_\_\_\_ Fire? \_\_\_\_\_

3. Are there people injured? \_\_\_\_\_

4. Advise regarding necessary medical attention? (if known) \_\_\_\_\_

5. Precautions to take as a result of the release (if known) \_\_\_\_\_

D. Report taken by: \_\_\_\_\_ Agency \_\_\_\_\_

\*Information that must be obtained for Federal Reporting Requirements

**HAZARDOUS MATERIALS INCIDENT NOTIFICATION****INCIDENT OCCURS****I. Spill or release from a fix facility.**

Responsibility of facility owner/operator to notify;

1. Local response organizations by dialing 911 or appropriate number,
2. Nebraska Department of Environmental Quality (NDEQ)  
Monday through Friday 0800 – 1700, call (402) 471-2186,  
after-hours, weekends, and holidays, call the Nebraska State Patrol,  
(402) 471-4545,
3. National Response Center (NRC) hot line (800) 424-8802
4. The Community Emergency Coordinator (CEC) designated by the Local  
Emergency Planning Committee (LEPC).

**II. Transportation accident.**

By law, dial 911 or the operator.

**III. Responsibility of local response organization, Incident Commander (IC):****A. Incident at Fixed facility;**

1. Operate under the Incident Management System (IMS),
2. Confirm the appropriate notifications have been made by responsible party, if  
not make notifications to NDEQ, NRC, and CEC.

**B. Transportation accident;**

1. Operate under the Incident Management System (IMS),
2. Incident Commander should see that above notifications are made to NDEQ,  
NRC, and CEC.

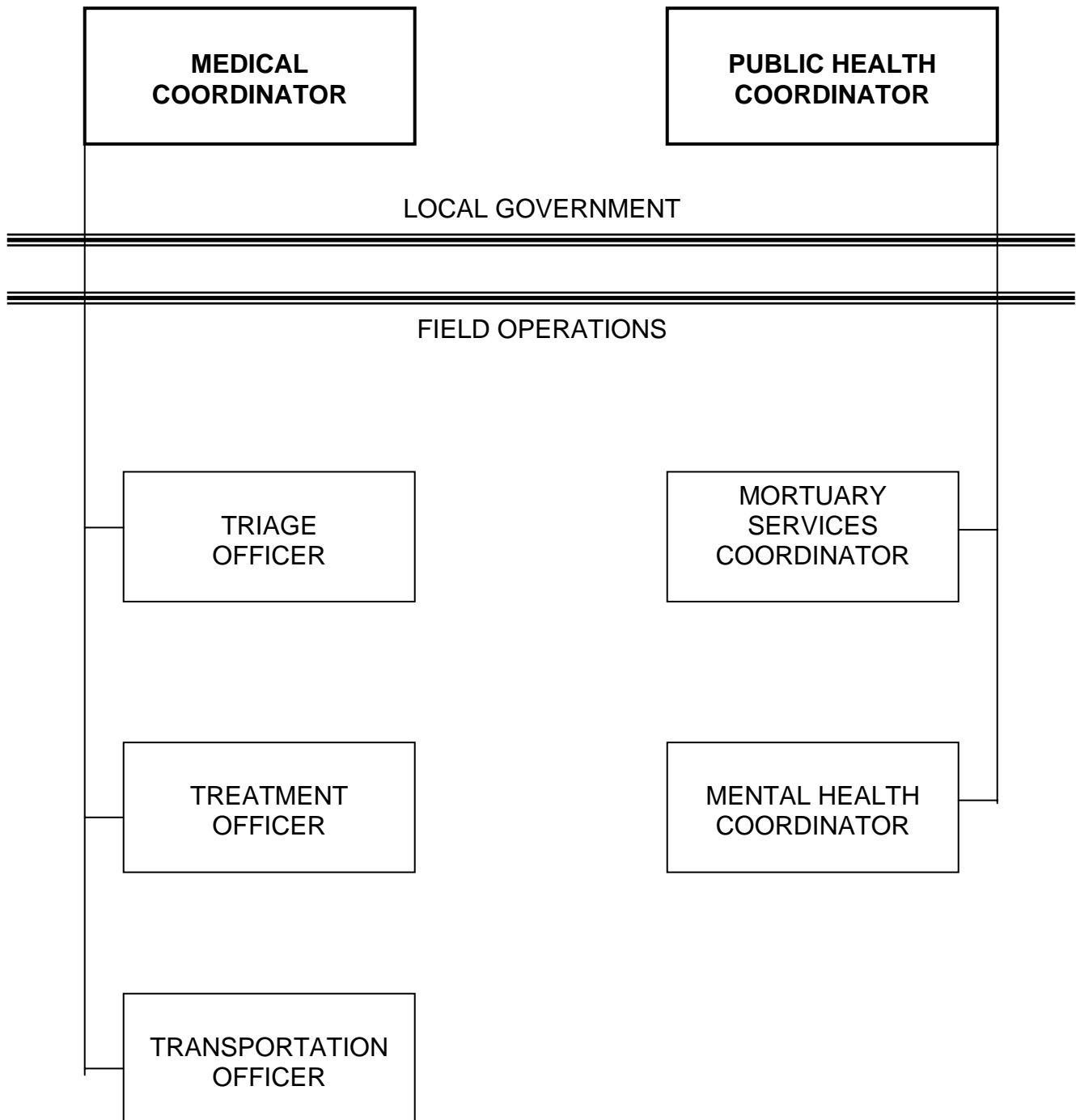
**EMERGENCY NOTIFICATION ROSTER**

Groups	Phone
<u>State Assistance</u>	
State Emergency Response Commission	402-471-3241
State Dept. of Environmental Quality	402-471-2186
State Emergency Management Agency	402-471-7421
After Hours	877-297-2368
State Fire Marshal	402-471-2027
State Patrol	402-471-4545
State Department of Health and Human Services	402-471-2541
State Game and Parks	402-471-5547
State Dept of Roads (local District)	
State Department of Aeronautics (downed aircraft, non-military)	402-471-2371
<u>Other Emergency Assistance 24 HRS</u>	
Chemtrec	800-424-9300
National Response Center	800-424-8802
Union Pacific Railroad	800-877-0511
Burlington Northern Santa Fe Railroad	817-234-6164
Nebraska Kansas Colorado Railroad	800-331-3115
Nebraska Central Railroad Company	402-562-6155 day, 564-8329 night
Natural Gas Pipeline	800-733-2400
Poison Control Center (PCC)	800-955-9119
National Poison Control Center (directs to the nearest PCC)	800-222-1222

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## HEALTH AND HUMAN SERVICES



## HEALTH AND HUMAN SERVICES

I. PURPOSE

## A. Medical

To provide a coordinated response for medical care and treatment for the ill and injured during or as a result of a disaster.

## B. Public Health

To provide public health services during, or as a result of, disasters by instituting environmental sanitation measures, testing of public and potable water supplies, and mental health services.

## C. Social Services

To provide for the coordination of public welfare and human needs of disaster survivors and/or special needs groups in time of disaster.

II. SITUATION

A. The potential exists for a multiple casualty incident resulting from explosion, fire, bus accident, etc. which would stress emergency medical services.

B. Mary Lanning Hospital is the first choice for mass care patients from Clay County.

C. There are 3 nursing homes in Clay County licensed by the Nebraska Health and Human Services, Department of Regulation and Licensure, as Intermediate Care Facilities and 3 facilities licensed as Skilled Nursing Care Facilities for a total licensed capacity of 150 persons. (See Attachment 1.)

D. There are 7 Emergency Medical Services (EMS) within Clay County. See Attachment 2 for EMS resources.

E. There are 4 clinics in Clay County.

F. Clay County Health Department and South Heartland District Health Department, the Midland Area Agency on Aging and other private agencies have the capability to respond to the serious needs of the population should a major disaster occur.

G. Clay County has a response trailer that is equipped to handle up to 50 patients in an emergency.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. Any incident that generates an emergency patient load that exceeds the normal day-to-day capabilities of local emergency medical resources may be considered a disaster.
- B. Mutual Aid and outside resources will be available to assist Clay County in natural and technological emergencies/disasters.
- C. Any hospital or nursing home evacuating patients to facilities in Clay County will provide the medical records of patients, professional staff, and as many supplies and equipment as practical.
- D. Any emergency or disaster situation can potentially lead to public health problems, depending upon the nature of the incident. Complications might include disease, sanitation problems, contamination of food and water, overload of mortuary services capabilities, and community mental health problems.
- E. People not normally clients of the local Social Services agency may require some form of public assistance under disaster conditions.

### IV. ORGANIZATION/RESPONSIBILITIES

- A. Medical, Public Health, and Social Services Operations are each described separately, but close coordination is required to fulfill the overall responsibility of safeguarding and minimizing the adverse health factors which may affect our citizens during and/or after an emergency or disaster. To provide a coordinated and effective response, the health and human services functions have been separated into two areas, local government support and field operations (see chart on page G-1).
  - 1. Local government support and coordination: This entails coordinating emergency services such as law enforcement, fire, rescue, and public works, and providing logistical support where required. The Clay County Health Department Director and the South Heartland District Health Department Director represent their respective functions on the Unified Command Group.
  - 2. Field operations: While this Plan sets forth some basic requirements and staffing, Standard Operating Procedures should be developed by the health and medical professionals detailing implementing instructions and responsibilities.
- B. Health and Medical responsibilities are:
  - 1. Emergency Medical Services:

- a. Basic life support is the responsibility of each of the 7 EMS Units. Advanced Life Support Services (ALS) is the responsibility of Rural Metro and Hamilton County Ambulance.
    - 1) The notification for emergency medical assistance comes from the Clay County 911 Communications via page and radio.
    - 2) The Unified Command Group will coordinate field operations and transport of victims with Mary Lanning, Memorial, Brodstone, and Fillmore County Hospitals.
    - 3) Unified Command and the transporting ambulance will notify the receiving hospital as soon as possible if the patient being transported is potentially contaminated from a HazMat incident and provide information about the hazardous substance involved.
    - 4) The Ambulance/Rescue Chief will ensure that all personnel are trained to respond to a hazardous materials incident according to levels of response training set by their employer in compliance with OSHA and EPA regulations and not exceeding the level of their protective clothing (PPE).
    - 5) The following functions are needed:
      - a) Triage: Assessing patients and assigning priorities for medical treatment and transport.
      - b) Treatment: Providing care and treatment of patients while being held for transportation to medical facilities.
      - c) Transportation: Coordinating with Mary Lanning, Memorial, Brodstone and Fillmore County Hospitals for directing patient transport to receiving hospitals and/or medical facilities.
  - b. Air ambulance support would be requested from Air Care and Air Care 5.
2. Medical Coordination
- a. A member of the EOC staff will appoint a Medical Coordinator in the event a disaster extends beyond mutual aid capabilities. The Medical Coordinator will act as a liaison between the medical community and Unified Command.
  - b. When an incident occurs which requires medical field operations, the Medical Coordinator will support medical mutual aid requests and coordinate additional requirements with Unified Command.

- c. The Medical Coordinator, with the support of the Emergency Management Director, will obtain supplies and/or equipment to support medical operations in the event of an actual or anticipated shortage.

### 3. Public Health Coordination

- a. The Clay County Health Director and the South Central District Health Department Director are responsible for coordinating activities required to safeguard public health and minimize the spread of disease. They will act as liaison between public health officials and Unified Command, of which they are a member.
- b. The Clay County Health Director and the South Central District Health Director will coordinate with the Emergency Management Director, the County Emergency Board and other agencies as applicable.
- c. The Clay County Health Director and the South Central District Health Department Director will assess the need for crisis counseling for disaster survivors and disaster workers. If crisis counseling is deemed necessary, the Public Health Coordinator will request assistance from and coordinate with the local ministerial association and/or the South Central and Mary Lanning Mental Health Centers to provide the necessary services.
- d. The Clay County Health Director and the South Central District Health Department Director are responsible for assessing the hazard relating to any existing or anticipated public health threats and the environmental impact of an accident. Specific responsibilities include, but are not limited to, the following:
  - 1) Safe drinking supplies: determine and map affected area; notify population against use of contaminated water source and where to obtain safe drinking water; request help from the State Health Laboratory in Lincoln; initiate emergency water disinfection procedures if contamination is not due to chemicals; and advise that all private wells in affected area be sample tested as soon as possible and notify lab to obtain extra supply of sample containers.
  - 2) Sanitary emergency sewage disposal: obtain portable toilets for use at disaster scene for clean-up crews and for use in public areas such as group homes, public buildings etc. where service has been interrupted; advise public of emergency individual sewage disposal procedures.
  - 3) Vector control: survey and map affected area; initiate cleanup of organic matter that might decay or provide for vectors; drain trapped water; utilize fogger and power spray equipment over potential

breeding sites and request assistance of Weed District if additional equipment or personnel is needed.

- 4) Safe food supplies: notify Nebraska Department of Agriculture to report extent of involvement and request assistance to obtain emergency quarantine powers; initiate disposal of contaminated food.
- 5) Disease control: contact State Epidemiologist as to need for immunization of exposed persons and for possible quarantine; contact Home Health to make arrangements if immunization is deemed necessary and if quarantine is necessary.
- 6) Re-entry: recommend when it is safe to re-occupy an area after evacuation caused by a hazardous material incident.

#### 4. Mortuary Services

- a. The County Attorney is responsible for coordinating with the Unified Command Group for the interment of the dead in a disaster when normal capabilities are exceeded. This may include:
  - 1) Assigning bodies to local funeral homes,
  - 2) Establishing temporary morgue facilities,
  - 3) Coordinating emergency interment.
- b. Emergency Morgue: if a request for an emergency morgue is made, the Unified Command Group will:
  - 1) Obtain use of a suitable building that is easily accessible to the disaster area,
  - 2) Notify EOC of morgue location,
  - 3) Coordinate with all area funeral homes for preservation of the bodies,
  - 4) If conditions warrant, request refrigerated truck from local trucking company to hold bodies pending transfer to funeral homes.

#### 5. Mental Health Coordinator:

- a. The Mental Health Coordinator will work closely with the Unified Command Group will coordinate crisis counseling to disaster victims and

their families and to emergency workers in the field, at medical facilities, disaster recovery centers, command posts, etc. This may include:

- 1) Coordinating with the local ministerial association,
  - 2) Establishing an outreach program,
  - 3) Coordinating public education material with the Public Information Officer.
- b. The Mental Health Coordinator will make recommendations and provide status reports to the Unified Command Group.
  - c. The local Ministerial Association will accomplish initial crisis counseling.
  - d. Critical Incident Stress Management (CISM) Teams are available for debriefings, defusings, and/or demobilizations to fire, EMS, law enforcement, dispatchers, and emergency management personnel following a disaster/emergency situation. Contact the Nebraska State Patrol Troop C Area in Grand Island where the disaster/emergency situation is located.
6. Social Services Coordinator

The Administrator of the Clay County Office of the Department of Health and Human Services will serve as the Social Services Coordinator. The Coordinator will advise the Unified Command Group on matters pertaining to social services, ensure that activities are administered in an orderly, efficient manner, develop procedures for determining needs of disaster survivors, and process inquiries concerning disaster survivors. The existing Health and Human Services Staff, augmented as necessary from other organizations, will serve as support staff. Health and Human Services will distribute USDA donated foods to local organizations and Red Cross to provide mass feeding for disaster survivors and, if implemented, will administer the Emergency Food Stamp Program.

7. Community Services

- a. Various community services programs function as vital support on a routine basis and are an important resource in disaster response and recovery activities. Their ability to respond to community needs is based on the organized efforts of many volunteers. Services provided by the community include, but are not limited to:
  - 1) Food for disaster survivors,
  - 2) Clothing,

- 3) Temporary shelter.
- b. Churches and church groups are a vital community resource and function as support organizations to provide response and recovery assistance to disaster survivors. They may provide:
  - 1) Food to disaster survivors,
  - 2) Clean-up and recovery,
  - 3) Crisis counseling for disaster survivors/workers.
- c. In addition to the local church groups, assistance in disaster recovery activities can be obtained from the Mennonite Disaster Service, the Adventists Community Services, the Lutheran Disaster Group, and other non-profit, volunteer-based, disaster recovery organizations. Most of these organizations are affiliated with Voluntary Organizations Active in Disaster (VOAD). Contact with these groups can be made through the Nebraska Emergency Management Agency.
- d. The Midland Area Agency on Aging assesses the needs of the elderly population in Clay County to include food, clothing, housing, and transportation. During disaster situations, emotional stress experienced by the elderly is greatly increased; therefore, referral recommendations to local mental health organizations for crisis counseling may be initiated by this group to aid recovery from the effects of the disaster.
- e. The Clay County Handi-Bus Program assists by providing the handicapped and elderly with transportation services.

## V. CONCEPT OF OPERATIONS

### A. Multiple Casualty Incident

1. The local EMS Squad in conjunction with the Unified Command Group will establish a command post that is responsible for patient care operations at the scene including personnel assignment.
2. The local EMS Squad will triage and assign priority categories based on urgency and chance of survival.
3. The command post will be in communication with the Unified Command Group who will have contact with area hospitals. Determination of receiving facility will be predicated on medical facility patient loads and nature of injuries.



4. The Unified Command Group in consultation with field command will normally determine requirements for and request medical mutual aid.
5. Area hospitals will coordinate with their local law enforcement officials on additional security requirements at the hospital.
6. Shortage (or anticipated shortage) of medical supplies/equipment or personnel will be reported to the Clay County Health Director and the South Central District Health Department Director for procurement.

B. Evacuation of In-patient Medical Facilities

1. The hospital and nursing homes are responsible for developing internal procedures for:
  - a. Assessing and preparing patients for evacuation,
  - b. Assuring medical records are transported with patients,
  - c. Identifying and transporting essential medications and supplies.
2. The Administrator, or designated representative, of the affected facility(s) will coordinate evacuation requirements, including transportation, with the Unified Command Group.
3. Receiving facilities will be in accordance with Hospital Emergency Plans.

C. Support to Medical Professionals

The Unified Command Group will work closely with volunteers in providing emergency transportation to and from critical medical facilities. Volunteers, such as 4-wheel drive vehicle owners/clubs, snowmobile owners/clubs, and amateur radio operators (depending on situation - i.e., winter storms) will be utilized to provide this transportation.

D. Public Health Threats

1. In the event of an anticipated or actual public health threat, the Clay County Health Director and the South Central District Health Department Director or the Emergency Management Director will notify the Nebraska Emergency Management Agency to coordinate State assistance for Clay County.
2. In the event of water shortages, the Emergency Water Plan will be followed.

3. The Nebraska Emergency Management Agency will contact state, federal, or other agencies, as appropriate, and request assistance for Clay County

## VI. ADMINISTRATIVE AND LOGISTICS

- A. The Emergency Management Director will update and/or revise this Annex based upon the correlation of information provided by the Medical, Public Health and Social Services Coordinators.

- B. Exercising

1. Every effort will be made to incorporate local involvement into the hospital and nursing home's annual exercise.
2. Emergency medical professionals and volunteers will be utilized in these exercises to the maximum extent possible.

- C. Training

In addition to the training required for normal operations, medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA and EPA regulations.

### LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Health and Medical Resources	G-11
2	Emergency Medical Resources	G-16
<u>Appendix</u>		
1	Mass Vaccination Plan	G-17
2	Agricultural Disease Response Plan	G-21

**HEALTH AND MEDICAL RESOURCES**

<b><u>FACILITY</u></b>	<b><u>LICENSED CAPACITY</u></b>	<b><u>PHONE NUMBER</u></b>
<b><u>HOSPITALS ADJACENT TO CLAY COUNTY</u></b>		
Mary Lanning Memorial Hospital 715 North St. Joseph Avenue Hastings	163 beds	463-4521
Henderson Health Care Services, Inc. 1621 Front Street Henderson	13 beds	723-4512
York General Hospital 2222 Lincoln Avenue York	25 beds	362-6671
Thayer County Memorial Hospital 120 Park Lane Hebron	14 beds	768-6041
Fillmore County Hospital 1325 H Street Geneva20 LTC	25 beds	759-3167
Memorial Hospital 1423 Seventh Street Aurora	25 A	694-3171
Brodstone Memorial Nuckolls Co Hospital 520 East 10th Street Superior	25	879-3281
Hastings Regional Center Hastings	28-beds	463-2471

**HEALTH AND MEDICAL RESOURCES**  
**(continued)**

<b><u>FACILITY</u></b>	<b><u>LICENSED CAPACITY</u></b>	<b><u>PHONE NUMBER</u></b>
<b><u>HEALTH CLINICS WITHIN CLAY COUNTY</u></b>		
Clay Center Community Medical Center 319 West Glenvil Clay Center		762-3236
Sutton Medical Clinic/MLMH Mary Lanning Memorial Hospital 301 South Way Avenue Sutton		773-5553
<b><u>HOME HEALTH CARE</u></b>		
Clay County Health Department 209 West Fairfield Clay Center		762-3571
<b><u>MENTAL HEALTH COUNSELING</u></b>		
<u>South Central Community Mental Health Center - Hastings</u>		402-463-7911
Mary Lanning Memorial Hospital 715 North St. Joseph Avenue Hastings		463-4521 463-6330
South Central Counseling 616 West Fifth Street Hastings		463-5684
<b><u>NURSING HOMES WITHIN CLAY COUNTY</u></b>		
Rose Brook Care Center RR #1. Box 1183 106 5th Street Edgar	47 beds	224-5015

**HEALTH AND MEDICAL RESOURCES**  
**CONTINUED**

<b><u>FACILITY</u></b>	<b><u>LICENSED CAPACITY</u></b>	<b><u>PHONE NUMBER</u></b>
<b><u>NURSING HOMES WITHIN CLAY COUNTY (CONTINUED)</u></b>		
Harvard Rest Haven 400 East 7th Street Harvard	37 beds	772-7591
Sutton Community Home P.O. Box 543 1106 North Saunders Avenue Sutton	32 beds	773-5557
<b><u>NURSING HOMES ADJACENT TO CLAY COUNTY</u></b>		
Nelson Good Samaritan Center Nelson	49 beds	225-2411
Heritage of Red Cloud Red Cloud	40 beds	746-2296
Superior Good Samaritan Center Superior	73 beds	879-4791
Parkview Haven Deshler	51 beds	365-7237
Exeter Care Center Exeter	56 beds	266-4501
Fairview Manor Fairmont	41 beds	268-2271
Heritage of Geneva Geneva	64 beds	759-3194
Good Samaritan Village - Perkins Pavilion Hastings	204 beds	463-3181

**HEALTH AND MEDICAL RESOURCES**  
**CONTINUED**

<b><u>FACILITY</u></b>	<b><u>LICENSED CAPACITY</u></b>	<b><u>PHONE NUMBER</u></b>
<b><u>NURSING HOMES ADJACENT TO CLAY COUNTY (continued)</u></b>		
Blue Valley Lutheran Homes		
220 West Park	71 beds	768-6045
755 South 3rd Street	68 beds	768-6086
Hebron		
<b><u>MORTUARIES WITHIN CLAY COUNTY</u></b>		
McLaughlin Funeral Home		762-3474
Clay Center		
Urbauer-Williams Funeral Home		224-5315
Edgar		
Alberding Wilson Funeral Home		772-3181
Harvard		
Kohler Mortuary		773-4758
Sutton		
<b><u>MORTUARIES ADJACENT TO CLAY COUNTY</u></b>		
Sondermann Funeral Home		382-7070
Hastings		
Brand-Wilson Funeral Home		462-5169
Hastings		
Price Funeral Home		768-6211
Hebron		
Williams Funeral Home		746-2500
Red Cloud		

**HEALTH AND MEDICAL RESOURCES**  
**CONTINUED****FACILITY****PHONE NUMBER****MORTUARIES ADJACENT TO CLAY COUNTY**  
**(continued)**Klawitter-Price Funeral Home  
Nelson

225-3301

Megrue-Price Funeral Home  
Superior

879-3900

Farmer and Son Funeral Home  
Geneva

759-3617

**AIR SERVICES****Lincoln**

Star Care Five, 1 (800) 252-4262 - Helicopter &amp; Fixed Wing (Based at Bryan LGH Hospital)

**Omaha**

Life Net, 1 (888) 481-7040 - Helicopter and Fixed Wing

**Kearney**

Air Care, 1 (800) 474-7911

Helicopter, Fixed Wing, Long Distance Ground Service (including out-of-state)

**CLAY COUNTY EMERGENCY MEDICAL RESOURCES**

RESCUE UNIT NAME	PHONE NUMBER	# of FIRST RESPONSE UNITS	# of FIRST RESPON- DERS	AED Service	# of EMTS	Advanced Airway	JAWS of LIFE
Clay Center	911	2		yes	15	yes	yes
Edgar	911	2	2	yes	18	yes	yes
Fairfileld	911	2	6	yes	12	no	no
Glenvil	911	1		yes	11	no	yes
Harvard	911	2		yes	13	no	yes
Ong	911	1		yes	5	no	no
Sutton	911	2		yes	11	no	yes



## MASS VACCINATION PLAN

### I. Purpose

This provides a rapid and coordinated response for the citizens and transients of Clay County for a Mass Administration of Vaccines and Prophylactic Medications in the event of a bio-terrorism outbreak or other medical needs.

### II. Situation

- A. Clay County Emergency Management Agency along with South Heartland Public Health District, Nebraska Health and Human Services Systems, Centers for Disease Control and Nebraska Emergency Management Agency have identified numerous hazards that would give cause to do a mass vaccination clinic. Any outbreak would affect all the citizens and transients of Clay County. The population range could vary depending on the time of outbreaks.
- B. Transient population needing vaccination would be citizens not counted in Clay County's vaccine allotment.
- C. On a local level, initial response will be by local authorities, using the Incident Management System (IMS).
- D. The decision to mass vaccinate would come from the President of the United States under the advisement of the CDC. The Governor of Nebraska would declare a state of emergency.

### III. Assumptions and Planning Factors

- A. All the population in Clay County will be affected by any outbreak.
- B. Outbreak events may occur with little or no warning and may not be determined for days after an event has occurred in the United States.
- C. No single agency at the local level possesses the expertise to respond to an event. All county agencies will work toward a common goal ensuring the well being of the citizens.

### IV. Concept of Operations

The CDC, HHHS and PHD will provide direction to Clay County in the event of an actual emergency. Clay County's general plan for mass vaccine clinics and potential follow up clinics is as follows.

- A. Clay County's Mass Vaccination Clinic will be located at:
1. Sandy Creek High School is the primary site.  
30671 Highway 14 South  
Fairfield, NE  
Site Telephone: 402-726-2151 or 402-726-2155
  2. Secondary sites are:

Sutton School 1107 N. Saunders Ave. Sutton, NE	Edgar Fire Hall 105 5 <sup>th</sup> Street Edgar, NE
--	--
- B. Clay County's Mass Vaccination Core Committee will provide a volunteer staff to fill all the positions needed to operate a clinic.
1. The core team includes but is not limited to: Site Coordinator, Medical Director, Nurse Manager, Supply Manager, Clinic Security, Volunteer Coordinator, Translator, EMS and the County Board of Supervisors.
  2. The list of volunteers is on file and continually updated. Copies of this list are kept at the Clay County Emergency Operations Center and the South Heartland District Health Department, with the volunteer coordinator and with the Clay County Emergency Management Director. The list will include but is not limited to county and village first responders, medical staff, record keepers, security, and other needed key personnel.
- C. Notification of an event may come to the Emergency Management Director or Law Enforcement. At that time, all clinic core team members will be contacted.
- D. Notification of all volunteers
1. A calling bank, designated by the volunteer coordinator, will be used to notify volunteers with back up provided by Clay County Emergency Management Staff.
  2. The Local Emergency Operations Plan (LEOP) Annex B (Communications and Warnings) will be utilized. This annex addresses how all emergency responders and officials are notified.
  3. Upon notification, volunteers will report as soon as possible or at a set time to the clinic site. Parking for volunteers will be determined at activation time of the clinic.
  4. All clinic positions and operations will be staffed before the clinic opens to the public.

## E. Handling of vaccine

1. Clay County Emergency Management personnel will transfer vaccine to Clay County.
2. The vaccine will be signed off to a designated person at the clinic. If the vaccine comes before the clinic is activated it will be delivered to the Clay County Law Enforcement Center. The vaccine will be signed for by the County Sheriff or the City Police Chief and placed in safe keeping.
3. The vaccine will be guarded at all times and will be under the direction of the pharmacist or the supplies team leader. Certain vaccines may require special precautions.
4. All precautions will be taken when working with and around the vaccine, according to the guidelines provided.

## F. Purchase and storage of supplies

1. In order to be prepared as possible for an emergency clinic, general supplies will be purchased ahead of time.
2. Before supplies will be purchased, storage space at the Clay County Health Department will be requested. This location would make rotation of stock convenient, and therefore make it less likely that supplies purchased in advanced could deteriorate if not used by their expiration dates.
3. If storage space is not available at the Clay County Health Department, available storage space at the Mary Lanning Memorial Hospital in Hastings will be used.
4. If supplies are to be purchased in advance of a possible clinic, the supply manager will assemble a list of needed supplies and the estimated costs.
5. In case of any potential countywide clinic, the Clay County Board of Supervisors will be asked for funding for supplies necessary to run a clinic.
6. If county funding is not available, the core committee will seek other funding alternatives, including but not limited to solicitation of all emergency and health care services in the county, fund-raising events, donations, etc.

## G. Transportation and parking for the public.

1. Parking will be limited at the clinic site. The following lots will be used and shuttle service will be provided to transport the public:
  - a. Others will be announced as needed.

- H. Clay County residents and transients will be notified as soon as possible of the mass vaccination plan and instructions for participation.
  - 1. The local media will be utilized.
    - a. KHAS-TV, Ch 5, in Hastings. Phone: 402-463-1321
    - b. KHAS-AM 1230 in Hastings. Phone: 402-462-5101
  - 2. Local emergency management procedures will be followed as outlined in Annex B, Communications and Warning.
  - 3. The public will be given a local number to call for more information and further instructions.

**For further detailed information see the:**

**South Heartland District  
Public Health Emergency Response Plan**

**On file in the office of:**

**South Heartland District Health Department  
315 North Baltimore  
Hastings, NE 68901  
Phone: (402) 462-6219**

**AGRICULTURAL DISEASE RESPONSE PLAN**

**FOR**

**CLAY COUNTY**

**2004**

**TABLE OF CONTENTS**  
**and**  
**LIST OF ATTACHMENTS**

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## **AGRICULTURE DISEASE RESPONSE PLAN**

### **I. PURPOSE**

- A. To provide for coordinated measures and actions to detect, control and eliminate diseases, contamination and contagion to humans, animals, the water, and/or plants and food as rapidly as possible within Clay County.
- B. To generate appropriate measures at all response levels to eliminate the emergency and minimize the consequences in order to return Clay County to a contagion-free status.

### **II. SITUATION**

- A. Substances, which if released in either a controlled or uncontrolled, manner can be harmful to people, animals, property, the environment and/or the economy. A hazardous material is any substance or combination of substances, which because of quantity, concentration, physical, chemical, or infectious characteristics may pose substantial immediate or potential hazards to humans or the environment.
- B. The agriculture industry in Clay County is a very large and major segment of the County's economy. Any outbreak of a Foreign Animal Disease (FAD) will have a devastating economic effect not only on the local economy, but also on the State, Regional and National levels as well. Foreign Animal Diseases may occur naturally or as a result of chemical or biological attack. Clay County is vulnerable to such outbreaks. One of the most destructive FAD in Clay County would be Foot and Mouth disease (FMD) since County relies heavily on the cattle industry.
- C. A major contamination event or outbreak could create both environmental and public health hazards to the human populations including exposure to hazardous materials and contaminated water supplies, crops, livestock and food products. There could also be significant mental health impact to residents.
- D. Response to contamination and/or disease may involve local, state, federal and other entities. No single local or state agency has the full authority and expertise to act unilaterally, nor does Clay County have the necessary resources to deal with a large-scale situation.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. The identification of insect, animal or plant disease, or food, milk or dairy product contamination within the United States would affect the State of Nebraska including Clay County. This could result in the creation and enforcement of movement controls of people, livestock, plant, food, milk and dairy products and other property.
- B. Positive detection of such a contamination or disease elsewhere will prompt State and/or Clay County officials to employ additional precautions to prevent, or mitigate, the possibility of an occurrence locally.
- C. The identification of insect, animal or plant disease, or food, milk or dairy product contamination could initiate in Clay County. This could result in the creation and enforcement of movement controls of people, livestock, plant, food, milk and dairy products and other property.
- D. If a threat of contamination or disease is received as a mechanism of terrorism and is confirmed as being a terrorist event, the Terrorism Annex of this LEOP would be utilized in conjunction with this Annex.
- E. Numerous local, state and federal agencies will play a role in mitigating an agricultural event. Operations regarding remediation and recovery have the potential to involve a massive amount of resources, due to the sheer volume potential.
- F. Large quantities of crops, rangeland, domestic livestock and wildlife, and food may need to be destroyed or controlled to prevent the spread of contamination or disease after it has been confirmed within the County.
- G. Wide area control may be necessary since vector-borne diseases can be spread very quickly requiring a quick response over a potentially wide area.
- H. State adopted quarantine areas or Local defined State of Emergency Areas may be required where suspect, or confirmed, cases may have originated, and may require special operational procedures.
- I. Eradication of the causative agent will require proper sanitary and disposal procedures for animal carcasses, plant material and/or food as determined by the Nebraska Department of Agriculture (NDA) or Nebraska Department of Environmental Quality (NDEQ). Suspect infected locations and transport vehicles may need to be disinfected and cleaned. Bio-security guidelines may need to be established.
- J. Environmental protection regulations or procedures may need to be temporarily suspended to allow timely and efficient disposal of food, plant material or euthanized livestock and wildlife.



- K. If deemed an act of terrorism, the FBI will be the lead agency responsible for crisis management and responsibility for coordinating federal law enforcement and action to be taken during this terrorist/WMD incident, and throughout the post-incident investigation.
- L. A recognition of the State CAD System is important:
  - 1. LEVEL 1. When CAD is confirmed in Canada, Mexico or in a single state in the U.S., but not in Nebraska or in an adjacent state.
  - 2. LEVEL 2. When CAD is confirmed in an adjacent state, or in multiple states in the U.S., but not in Nebraska.
  - 3. LEVEL 3. When CAD is presumptive, suspected, or confirmed in Nebraska.
    - a. Investigation
    - b. Suspicion
    - c. Confirmed
- M. When an approved diagnostic laboratory confirms a positive test, the USDA will notify NDA which will notify NEMA and initiate CAD LEVEL 3 Confirmed. NEMA will in turn notify Clay County Emergency Management.

#### IV. CONCEPT OF OPERATIONS

Any unusual event in Clay County will start with a Unified Incident Command System. This system or Team will start with a representative of the Clay County Sheriff's Department and/or local police department, the Clay County Health Department, the South Heartland District Health Department, and the Clay County Emergency Management Agency. This core group will not necessarily be the responders and/or action takers, but will be the ones who identify the organizations/players needed for the response and/or action. The Team will be responsible for briefing County and/or Local elected officials who have the ultimate authority in any local matter. All members of the Unified Incident Command Team will authorize any statement that is composed for release to the public before being released.

Events that require action to be taken as described later in this section could include other local resources and groups to handle events that we locally have manpower, expertise and equipment to handle. In such an event, each group will furnish a member to the Unified Incident Command Team. Other events discussed later may take State and/or Federal Authorities response and their becoming part of the Unified Incident Command Team also.

## A. Operation Type: Education

1. For human exposure - South Heartland District Health and Clay County Health Departments are responsible.
2. For animal and crop exposure – Clay County Extension Office is responsible.
3. Response and Unified Incident Management System – Clay County Emergency Management and all first responder groups.
4. Vets knowledge of possible problems - Nebraska Department of Agriculture.

## B. Operation Type: Public

1. Learn of possible problems and be alert to these problems.
2. Initiate 911 call for possible unusual event.
3. Initiate call to vet for animal disease or FSA/County Extension for crop disease.
4. Stay where you are if Type III (Local) event.

## C. Operation Type: Vet

1. Learn of possible problems and be alert to these problems.
2. Initiate 911 call for possible (FAD) or other unusual identified problem.
3. Initiate call to State Vet or ask 911 to do so.
4. Stay where you are if Type III (Local) event.

## D. Operation Type: Communications

1. South Heartland District Health Department/Clay County Health Department will keep the medical community (including Nebraska Health and Human Services, clinics, surrounding area hospitals, vets, public works personnel and first responders) abreast of the situation.
2. Clay County Emergency Management will keep be the contact for local officials and will initially inform the Nebraska Emergency Management Agency (NEMA), the Nebraska Department of Agriculture (NDA), and the Nebraska Department of Environmental Quality (NDEQ) of an event beyond local control and if these organizations do not become part of the Unified Incident Management Team, they will be keep abreast of the situation as events dictate.

3. Nebraska Emergency Management Agency will contact the Governor.
4. Unified Incident Command Team will keep the public informed as necessary and possible.

E. Operation Type I:

This occurs when insects/animals spread disease to humans (West Nile, rabies, zoonosis diseases) – processed food contamination – water system contamination – etc.

1. Unified Incident Command Team will be put in place (CCSD and/or local police, SHDHD, CCHD, CCEM).
2. Additional members could include but is not limited to: public works, Clay County Highway Department (CCHD), Clay County Extension Agent (CCEA), vets, fire, local police, EMS, Clay County Hazmat Advisors (CCHA), Meat Animal Research Center (MARC), Farm Services Agency (FSA), mental health and/or clergy, NDA, NSP, NEMA, NDEQ, NHHSS.

F. Operation Type II:

This occurs when disease or chemicals are attacking the agricultural food and grain crops.

1. Unified Incident Command Team will be put in place (CCSD and/or local police, SHDHD, CCHD, CCEM).
2. Additional members could include but is not limited to: CCEA, CCHD, (MARC), FSA, mental health and/or clergy, NDA, NSP, NEMA, NDEQ, NHHSS.

G. Operation Type IIIA:

This occurs when a Foreign Animal Disease is initially found in Clay County.

1. Unified Incident Command Team will be put in place (CCSD and/or local police, SHDHD, CCHD, CCEM, MARC vet or LEDRS vet).
2. Additional members could include but is not limited to: LEDRS, vets, public works, CCHD, private extrication contractors, CCEA, fire, local police, EMS, CCHA, Meat Animal Research Center (MARC), Farm Services Agency (FSA), mental health and/or clergy, NDA, NSP, NEMA, NDEQ, NHHSS.

## H. Operation Type IIIB:

This occurs when a Foreign Animal Disease is initially found somewhere in the North American Continent but not in Clay County. News of this event could reach Clay County by the public broadcast network.

1. NDA and/or NEMA will notify Clay County Emergency Management.
2. Unified Incident Command Team will meet and be put on alert (CCSD and/or local police, SHDHD, CCHD, CCEM, MARC vet or LEDRS vet).
3. LEDRS, vets, public works, CCHD, CCEA, fire, local police, EMS, CCHA, MARC, FSA, mental health and/or clergy will be put on alert.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIESA. Clay County Sheriff

1. Will be part of the initial Unified Incident Management Team.
2. Will provide incident security, including management of approved entry into the site, and will be the incident commander of law enforcement, fire personnel assigned to entry control, and traffic control.
3. Coordinate local law enforcement response and Nebraska State Patrol response.
4. Provide communications through 911 Center as needed including the instruction to the Clay County 911 Dispatcher to assemble the Unified Incident Management Team if a call comes into the Clay County 911 Center initially.
5. Keep a paper trail of actions taken and monies expended.

B. Clay County Emergency Manager

1. Will be part of the initial Unified Incident Management Team.
2. Will serve as Administrative Assistant and contact for Clay County Board and/or Local Elected Officials, liaison between local and State Agencies, and coordinator of needed responses.
3. Will be responsible for local acceptance of operations completion determination and report of such to Clay County Board and or Local Elected Officials.
4. Coordinate mental health support, as needed, for first responders and other responding workers.

5. Keep a paper trail of actions taken and monies expended.
- C. Clay County Health Department and/or South Heartland District Health Department
1. Will be part of the initial Unified Incident Management Team.
  2. Will coordinate with NHHSS in providing leadership, assessment, and technical assistance for public human health needs in the event of a disaster or emergency, including mass care and human quarantine needs.
  3. Provide assistance and epidemiological services in dealing with Type I diseases.
  4. Coordinate mental health support to survivors that suffer property loss and the public in general to prevent or minimize stress, grief, and/or depression that can occur following natural or manmade disasters.
  5. Keep a paper trail of actions taken and money expended.
- D. Clay County Highway Department
1. Provide guidance for rerouting traffic in and around the affected area(s).
  2. Identify traffic control issues and/or needs, providing traffic control devices as required for movement restriction.
  3. Provide, or arrange for, heavy equipment and transport as needed.
  4. Identify potential sources of outside assistance (contractors, vendors, equipment suppliers, etc.)
  5. Assist with the transport of soil, carcasses or debris as required.
  6. Keep a paper trail of actions taken and money expended.
- E. Fire Services, EMS, Clay County Hazmat Advisors
1. Help law enforcement with stopping entry in and out of designed area.
  2. Provide assistance with decontamination, hazardous material and fire protection as required by LEDRS and/or Veterinary Emergency Team.
  3. Provide EMS services as needed.
  4. Provide transportation for people exiting the area with no transportation.
  5. Keep a paper trail of actions taken and money expended.

F. Nebraska Department of Agriculture

1. The Nebraska Department of Agriculture (NDA) will be the coordinating agency for all agricultural responses by the State of Nebraska authorized in Nebraska State Statutes as listed in the State Emergency Operations Plan dated July 28, 2003. NDA, along with the Nebraska Emergency Management Agency (NEMA), will conduct operations within the Unified Incident Command System established locally.
2. Has power to issue quarantine for animals.
3. Keep a paper trail of actions taken and money expended.

G. Nebraska Department of Environmental Quality (NDEQ)

1. Will provide technical assistance in the disaster planning stage to provide necessary containment practices and procedures for carcass disposal, including temporary on-site disposal.
2. Become part of the Unified Incident Command System established locally.
3. Provide on-site assistance regarding temporary and/or permanent animal disposal.
4. Approve waste disposal and/or treatment sites.
5. Provide technical advice on locations for cleaning and disinfecting stations.
6. Keep a paper trail of actions taken and money expended.

H. Nebraska State Patrol

1. Assist the sheriff or local law enforcement in isolating the affected area.
2. Be the primary one in charge of controlling traffic in and out of the county by truckers.
3. Be prepared to take over the security for the isolated area after 24-48 hours, whether under the direction of the sheriff's office or on their own, so that locals can return to business as normal if necessary.
4. Keep a paper trail of actions taken and money expended.

VI. ADMINISTRATION AND LOGISTICS

## A. Exercises

All agencies with responsibilities outlined in this Appendix will provide annual training in regards to livestock emergencies. An orientation and/or tabletop exercise should be conducted, either within a hazardous material exercise or separate, annually.

## B. Plan maintenance.

The Clay County Emergency Management Director shall annually review this plan with the Clay County LEPC and update the information based on input from them and the participating agencies in the plan.

VII. POSSIBLE FOREIGN ANIMAL DISEASES

- A. Exotic Newcastle Disease is a disease that affects birds and poultry. Characterized by respiratory distress and/or brain infection. Spread by direct contact of healthy birds with bodily discharges of infected birds.
- B. Classical Swine Fever (Hog Cholera) is a disease of pigs. Can be spread from sick or dead pigs to healthy pigs by discharges from each, or it can be spread by farm visitors, vets, and others by their clothes, vehicles, or instruments. **Not harmful to humans.**
- C. Foot and Mouth Disease (FMD) is a virus which affects all domestic and wild cloven hoofed animals. Disease may be spread over great distances with movement of infected or contaminated animals, products, objects and people. Pigs can get this disease and are very contagious. **Not harmful to humans.**
- D. Highly Pathogenic Avian Influenza (HPAI) is a disease of poultry that is spread by contact with secretions from infected birds or from equipment or clothing contaminated with these secretions. Need PPE when in contact.
- E. Rinderpest is a disease of cattle and buffalo that is spread by diseased animal secretions. **Not harmful to humans.**
- F. Bovine Spongiform Encephalopathy (BSE or Mad Cow Disease) is a disease that attacks the central nervous system of cattle. A similar disease can occur in sheep, deer and elk, squirrels, and humans. Disease is spread by digestion of contaminated diseased meat. It is not an immediate emergency requiring activation of the emergency system as it is not contagious.

VIII. TELEPHONE NUMBERS NOT LISTED SOMEWHERE ELSE IN LEOP.

Dennis Blank ESF Coordinator Cell: 402-430-1806; Office: 402-471-6801

Dr. Larry Williams State Veterinarian Cell: 402-499-4409; Office 402-471-6802

Tom Jensen Emergency Coordinator Cell: 402-499-4774; Office 402-471-8150

Dan Borer for Milk and milk products Cell: 402-326-0243; Office 402-471-6812

George Hansen Food and food products Cell: 402-326-0185; Office 402-471-6814

Rich Reiman Plant issues, farm chemicals Cell: 402-416-0618; Office 402-471-6851

Dr. Dane Henry, 1245 Boxwood Rd, Elm Creek 68836 (308)856-4697

Jay Ringenberg, NDEQ 402-525-0096

Bryan Tuma, NSP 402-540-2238

Dr. Dick Raymond, NHHSS 402-440-5731

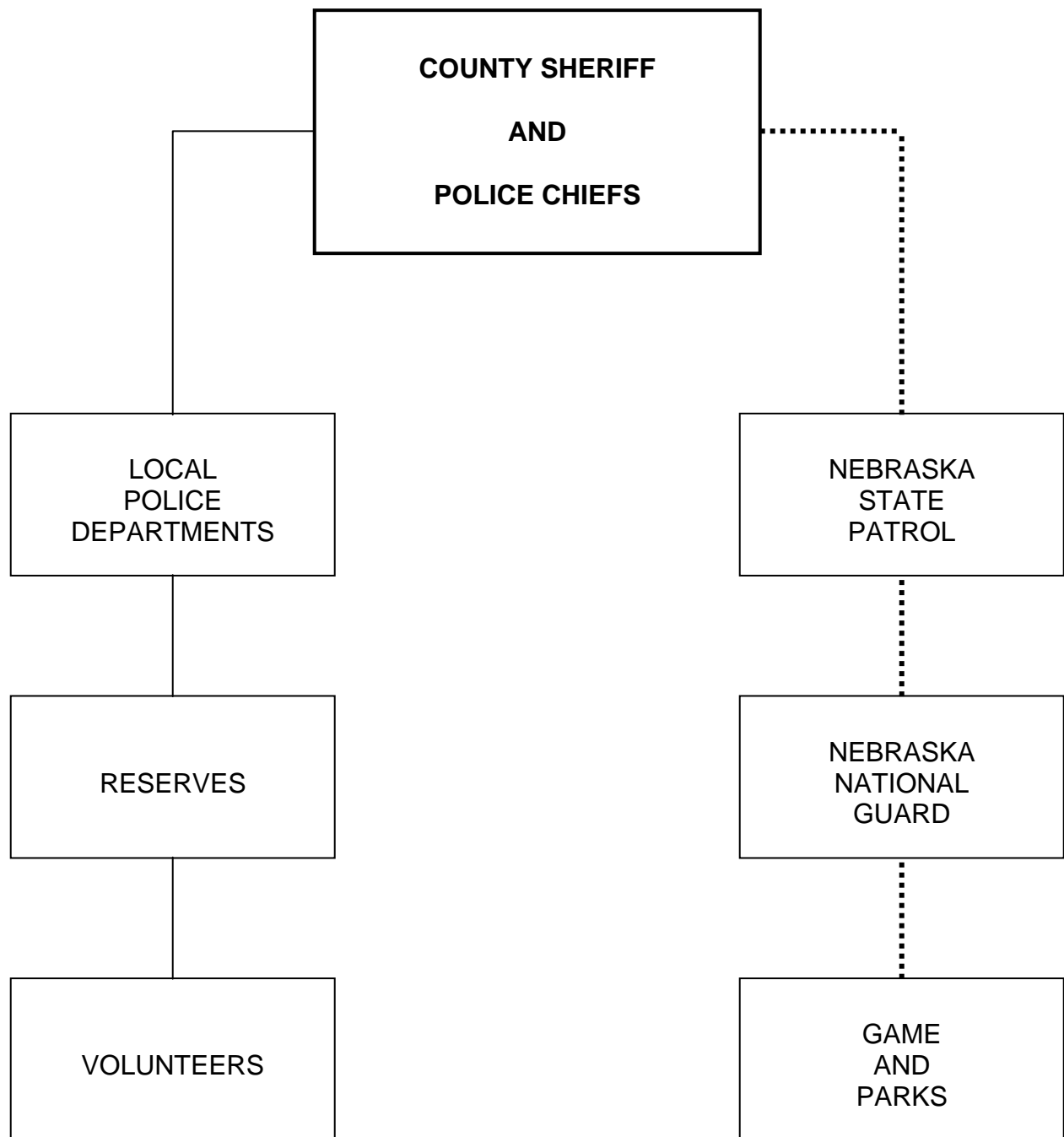
Jim Schmailzl, N of Roads, 402-540-1332

Dr. Kathleen Akin, USDA Veterinarian in Charge Cell: 402-429-2714; Office 402-434-2300

Steve Johnson, USDA Protection and Quarantine Cell 402-416-3954; Office 402-434-3954



## LAW ENFORCEMENT



————— CONTROL

..... COORDINATION AND SUPPORT

## LAW ENFORCEMENT

### I. PURPOSE

This Annex assigns responsibilities and provides coordination guidelines between the law enforcement agencies operating during disasters to ensure the safety of all citizens in County, maintain law and order, protect public and private property, and provide protection for essential industries, supplies, and facilities.

### II. SITUATION

During disasters, law enforcement agencies will need to expand their normal operations to provide increased control, protection, and security. Mutual aid, state and federal law enforcement agencies may be available to support local law enforcement. There are 5 law enforcement agencies in Clay County. See Attachment 1.

### III. ASSUMPTIONS AND PLANNING FACTORS

Local law enforcement activities will generally increase significantly during disaster operations. Additional law enforcement resources and services may be available through existing law enforcement agency mutual aid agreements. If local capabilities are overwhelmed, outside support may be obtained from state and federal law enforcement agencies. Areas that may require support are:

- A. Traffic and crowd control,
- B. Evacuation,
- C. Search and rescue operations,
- D. Security,
- E. Acts of terrorism or other federal crimes,
- F. Civil disobedience,

### IV. ORGANIZATION/RESPONSIBILITIES

The Clay County Sheriff and city/village police departments are responsible for law enforcement within their respective jurisdictions. Troopers from the Nebraska State Patrol are available to support local law enforcement requirements. Nebraska National Guard units are available to provide support subsequent to a Governor's

Disaster Proclamation. On an unusual event, the Clay County Sheriff or law representative will join with the South Heartland District Health Department, the Clay County Health Department and Clay County Emergency Management Director to form the original Unified Command Group. Law enforcement responsibilities are:

A. City/Village Police Departments

1. Maintain law enforcement in their jurisdictions.
2. Participate in evacuation procedures and special contingency planning.
3. Maintain records of disaster related costs.

B. Clay County Sheriff

1. Directs the Clay County Sheriff's Office.
2. Coordinates search operations in rural areas.
3. Establishes mutual aid agreements with adjacent jurisdictions.
4. Coordinates evacuation procedures and special contingency planning with local law enforcement.
5. Maintains records of disaster related costs.

C. Nebraska State Patrol

1. Performs law enforcement activities within Clay County in accordance with responsibilities assigned by State Statutes.
2. Participates in evacuation procedures and special contingency planning.
3. Maintains records of disaster related costs.
4. Coordinates Nebraska State Patrol operations with Clay County. The State Patrol may set up its Mobile Command Post, if needed.

D. Game and Parks: provides law enforcement in state parks and recreation areas and may assist county law enforcement agencies.

E. Other Support

1. Volunteers: if utilized, will assist law enforcement personnel, as directed.
2. Nebraska National Guard: under disaster emergency conditions proclaimed by the Governor, National Guard assistance may be requested through the

Nebraska Emergency Management Agency. Mission support provided to law enforcement includes:

- a. Security of disaster area.
- b. Search and rescue operations.
- c. Assisting Clay County law enforcement resources during evacuation activities.
- d. Providing transportation and communications resources.
- e. Traffic management, including roadblocks.
- f. Providing aerial reconnaissance of disaster areas.
- g. Assisting with crowd control and riots.
- h. Providing support during acts of terrorism.

## V. CONCEPT OF OPERATIONS

### A. General

Emergency law enforcement operations will be an expansion of normal operations and responsibilities. Each law enforcement agency is responsible for providing law enforcement for its jurisdiction. Upon request, they may assist in similar functions outside their jurisdictional area.

### B. Coordination

1. In an event involving a number of individual law enforcement agencies, it will be the responsibility of each agency chief to ensure that effective coordination and cooperation between agencies is accomplished.
2. As part of Unified Incident Management, the affected jurisdiction's law enforcement chief will have the responsibility of advising and making recommendations to the Executive Group.

### C. Warning

Law enforcement personnel may support warning procedures by using emergency vehicles with sirens and public address systems to ensure notification of all residents in an affected area.

#### D. Traffic and Crowd Control

Law enforcement agencies have the major responsibility of providing traffic and crowd control to ensure a safe and orderly evacuation of the disaster area.

1. Law enforcement units or vehicles they assign will be located at traffic control points on streets and roads designated as evacuation routes.
2. Where possible, evacuation routes will be confined to all-weather roads to provide easy accessibility and minimize the possible effects of inclement weather on evacuation operations.
3. Emergency routes will be designated as necessary. The law enforcement chief or the Executive Group will issue directives banning parking on emergency routes.
4. The broadcast of timely advice on the progress of the evacuation will be of utmost importance.
5. Spontaneous evacuation from the hazard area can be anticipated prior to an order for evacuation.

#### E. Security and Access Control

Individual jurisdictions will maintain regular security protection. Law enforcement personnel will establish and enforce policies and procedures for movement in restricted disaster areas.

1. Security
  - a. Security will be provided by the law enforcement agency having primary jurisdiction.
  - b. A security guard may be posted to prohibit unauthorized personnel from entering the EOC or hot zones during certain events...
  - c. The Chief Executive may declare a curfew.
  - d. Law enforcement personnel will provide security for emergency response forces during disaster operations and establish a secure cordon around the disaster site(s).
  - e. Will have responsibility for security of vaccine in case of the need for a mass vaccination clinic.

## 2. Access Control

- a. Members of Emergency Management will coordinate emergency worker identification requirements with law enforcement officials.
- b. Access control will be established for the disaster area and entry control points will be established for the area.
- c. Other than immediate response emergency personnel, entry into a disaster area will be controlled by a pass system.
- d. If a segment of the population is evacuated, control points will be established on routes providing access to the evacuated area. Operational responsibility will be coordinated among the various law enforcement agencies.

## 3. Passes and Identification

- a. Clay County Emergency Management personnel can be provided with the brown local government emergency response card by the Nebraska Emergency Management Agency. Possession of this card permits full-time entry into restricted disaster areas. Adams County, Region 13, and South Heartland District Heath will work with Clay Count to issue identification cards with pictures and bar codes.
- b. The Emergency Management Director will determine need and issue volunteers the brown card that automatically expires 15 days after date of issuance.
- c. Elected officials, county and city employees are issued permanent identification cards by Clay County Emergency Management... Possession of this card will permit access to restricted areas within the city.
- d. Local government personnel not issued permanent identification cards will be issued the brown card on a temporary as-needed basis by the appropriate law enforcement agency in coordination with the Emergency Management Director.
- e. Media personnel within the county are provided with identification cards by their individual agencies. Except for unusual circumstances, these identification cards will be recognized for entry into restricted areas.
- f. Mutual Aid personnel will be issued identification cards so they may have controlled access to disaster area if needed.

#### F. Search Coordination

Law enforcement officials are responsible for the coordination of search efforts involving:

1. Lost or missing persons,
2. Fugitives,
3. Bomb threats.

#### G. Extended Disaster Operations

1. All law enforcement personnel in Clay County may go on full time status with 12-hour shifts to maintain a 24-hour capability. An exception will be individuals who are considered by the Executive Group to be key personnel in other areas.
2. Mutual aid information may be coordinated through the Unified EOC by the law enforcement chiefs.

#### H. Damage Assessment

Law enforcement agencies will support damage assessment by working with emergency management and fire personnel to provide an initial definition of the disaster area. They will maintain security of all the damaged areas and the essential facilities. This may include cordoning the disaster site.

#### I. Radioactive Materials Incident/Accident

Each law enforcement chief should select personnel to be trained in both radiological monitoring equipment operation and agency emergency response procedures.

#### J. Hazardous Materials Incident

In the event of a hazardous materials incident, the Sheriff, each Police Chief, and the Troop Commander, Nebraska State Patrol will ensure that personnel are selected and trained to respond in accordance with the standards set by their agency in compliance with OSHA and EPA regulations. All law enforcement personnel will have a minimum of awareness level hazardous material training. Law enforcement personnel are encouraged to belong to the Clay County Advisors.

#### K. Prisoners

1. On a day-to-day basis, the jail population of Clay County is transported to and confined in Clay Center, Nebraska. The facility has the capability to house 12 prisoners. If a need arose to temporarily control a group of riotous or rowdy persons exceeding the capacity of the jail facility, the County Sheriff would be responsible for selecting a temporary control area.
2. The protection or evacuation of the prisoner population is the responsibility of the jurisdiction. In a situation dictating movement of prisoners, movement will be to the courthouse in Clay Center. Another facility in will be used if additional space is needed and there is room in that community.
3. Transportation requirements will be coordinated through all the local law enforcement officers will normally be used.

#### L. Animal Control/Pet Disaster Planning

Policies for animal control will be determined by the Clay County Sheriff's Office working with an area Humane Society or local veterinary clinic. Disposition of loose animals will be the responsibility of these organizations. During sheltering situations, Red Cross disaster shelters do not accept pets because of the state's health and safety regulations. Service animals (seeing-eye dogs) that assist people with disabilities are the only animals allowed in Red Cross shelters. See Attachment 2.

### VI. ADMINISTRATION AND LOGISTICS

#### A. Exercises

Law enforcement personnel will participate in exercises designed to examine the feasibility of this Clay County Local Emergency Operating Plan.

#### B. Plan Maintenance

The Emergency Management Director, in coordination with law enforcement, is responsible for annual review and update of this Annex.



LIST OF ATTACHMENTS

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## CLAY COUNTY LAW ENFORCEMENT RESOURCES

RESOURCES	SHERIFF DEPT	NEBRASKA STATE PATROL	CLAY CENTER POLICE DEPT.	FAIRFIELD GLENVIL POLICE DEPT.	MARC SECURITY	HARVARD POLICE DEPT.	SUTTON POLICE DEPT.	GAME & PARKS
Sheriff	1							
Deputies	4							
Police Chief			1	1		1	1	1
Assistant Chief								
Officers							1	
Troopers		8						
Reserves					2			
Total	5	8	1	1	2	1	2	1
Vehicles With radios	6	8	1	1	1	2	2	1
Mobile Command Vehicle								

## PETS IN SHELTERS

Family disaster planning should also include pets. Household pet planning should include the following steps:

1. Locate a safe place for the pets before disaster strikes. Friends or relatives outside the affected area may shelter your animals.
2. Prepare a list of boarding facilities and veterinarians who could shelter animals in an emergency; include 24 hour phone numbers.
3. Call hotels and motels in your immediate area and a reasonable distance from the home. Ask whether they accept pets, under what conditions, and whether they are restricted as to the size or number of animals.
4. Call local boarding kennels.
5. Assemble a Portable Pet Disaster Supplies Kit: Essential supplies will be needed, regardless of the time the family will be away. A portable pet disaster supply kit should be assembled and kept in a sturdy container in an accessible place.
  - a. Medication and medical records (stored in a water proof container),
  - b. A first aid kit,
  - c. Current photos of the pet(s),
  - d. Food, portable bowls, cat litter/pan, and can opener,
  - e. Instructions on the pet(s)' feeding schedules, diet, and special circumstances (allergies, difficulty chewing/swallowing, diabetes, etc.)
  - f. Sturdy leashes, harnesses, and/or carriers to transport pets.
6. Know what to do as a disaster approaches:
  - a. Call ahead to confirm emergency shelter arrangements for you and your pet.
  - b. Check to be sure your pet disaster supplies are ready to take at a moment's notice.
  - c. Eliminate search time for your pets by sheltering them in one central place (a barn, the house, the basement, storm cellar, etc.).
  - d. Make sure all dogs and cats are wearing collars that are securely fastened with up-to-date identifications. If available, attach the name, address, and phone number of the temporary shelter the family will be at, or the information of the friend/relative where you'll be staying. Temporary tags may be purchased or adhesive tape attached to the pet's I.D. tag may be used for additional information.

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## TERRORISM

### I. PURPOSE

#### A. Introduction

1. In June 1995, the White House issued Presidential Decision Directive 39, "United States Policy On Counter-terrorism," to reduce the nation's vulnerability to terrorism, to include nuclear, biological, chemical, and other weapons of mass destruction. The Directive establishes the Federal Bureau of Investigation (FBI) as the lead agency in charge of Crisis Management and the Federal Emergency Management Agency (FEMA) as the lead federal agency in charge of Consequence Management.
2. Terrorism, as defined by the Federal Bureau of Investigation is the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives. It must incorporate all four of these elements before an incident is considered to be an act of terrorism.

#### B. Purpose Of This Appendix

1. To provide guidelines for assessing threats and reducing a community's vulnerability to terrorism.
2. To assist in developing a comprehensive and integrated plan for local governments to work in cooperation with state and federal agencies in responding to and managing the "crisis" of terrorism, including the use of nuclear, biological, chemical, and other weapons of mass destruction (WMD).
3. To provide guidance in coordinating "consequence" recovery activities in the community after a terrorist incident.

### II. SITUATION

#### A. Scope Of This Appendix

1. This Appendix applies to all threats or acts of terrorism within Clay County and to the departments/agencies that may be required to respond to a threat or act of terrorism.
2. This Appendix builds upon concepts already addressed in this Local Emergency Operations Plan (LEOP) to respond to and recover from a broad spectrum of hazards, but it will also address unique actions necessary to respond to a terrorist act.

B. Response and recovery to a terrorist act encompasses two areas - Crisis Management and Consequence Management, respectively.

1. Crisis Management (response): includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve threats or acts of terrorism.
  - a. On the local level, initial response will be by local authorities, using an Incident Management System.
  - b. When the incident becomes identified as a terrorist act or there is a credible threat, Presidential Decision Directive 39 directs the FBI to become the lead agency. Local and state responders will coordinate in their functional responsibilities with the FBI.
2. Consequence Management (recovery): includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.
  - a. On the local level, Emergency Management is responsible for the Consequence Management of the operation.
  - b. When the incident is beyond local capability, the State of Nebraska will provide assistance, as required.
  - c. When the incident is identified as a terrorist act, Presidential Decision Directive 39 states that the Federal Emergency Management Agency will retain federal responsibility for Consequence Management.

C. Conditions

1. Concern or an actual threat of terrorism: may prompt precautionary measures. A credible threat scenario will initiate a threat assessment led by the Federal Bureau of Investigation.
2. Significant threat or act of terrorism: will cause response and implementation of Crisis Management as described in this Appendix. Consequence Management may be initiated to support responders and to protect health and safety of the community's citizens.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. All communities are vulnerable to acts of terrorism.
- B. Terrorist events may occur with little or no warning and involve one or more of a variety of tactics to include WMD, bombing, hostage taking, etc.

- C. The fact that an emergency situation was a result of a terrorist act may not be determined until days, weeks, or months after the event has occurred.
- D. The local Emergency Management organization is based on a broad, functionally oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government.
- E. No single agency at the local, state, federal, or private level possesses the expertise to act unilaterally in response to threats/acts of terrorism, particularly if weapons of mass destruction are involved.
- F. Terrorism against a large population may overwhelm local and state government almost immediately; major events involving WMD may overwhelm federal capabilities as well.
- G. If protective capabilities are not available, responders cannot be required to put their own lives at risk in order to enter a perimeter contaminated with nuclear, biological, or chemical (NBC) material. It is possible that the perimeter will be closed until the effects of the NBC material have degraded to levels that are safe for first responders.

#### IV. CONCEPT OF OPERATIONS

##### A. Hazardous Analysis

Emergency Management, in coordination with law enforcement and any other appropriate agencies, should conduct a Hazards Analysis to identify facilities/individuals, essential services, and activities that might be at risk from terrorism.

##### B. Initial Response To Terrorism

1. Once it is suspected or determined that the incident may have been a result of a terrorist act, the following agencies will be notified:
  - a. Federal Bureau of Investigation
  - b. Nebraska State Patrol,
  - c. Nebraska Emergency Management Agency,
2. In responding to any terrorist event in a local community, the Incident Management System (IMS) will be utilized to effectively organize and integrate the various disciplines into one multi-functional organization.

3. The local Emergency Management organization will provide the framework under which local resources will be coordinated and deployed to support response efforts; EM will also be responsible for coordinating recovery efforts from a terrorist incident.

#### C. Site Assessment

1. The area will be quickly evaluated in terms of responder safety and public health in order to identify the need to implement protective actions.
2. The need for protective equipment by response personnel will be assessed.
3. Evacuation or in-place protection of the general population in the affected area will be determined.
4. When a secondary device is suspected or discovered, the area must be evacuated immediately.
5. Security and access control measures in and around the disaster site will be implemented immediately by first responders to ensure public and responder safety as well as facilitate response and recovery initiatives.
6. Local law enforcement will immediately begin working with all responders to ensure that the crime scene is preserved to the maximum extent possible.

#### D. Beyond Local Capability

1. Response to a terrorist event will involve multiple jurisdictions and levels of government. Upon arrival of state and federal resources at the local scene, response and recovery operations will be structured to include federal, state and local representation.
2. The overall lead agency after a terrorist act will be the FBI with primary responsibility for Crisis Management. FEMA will be the Federal Coordinating Agency for Consequence Management. In both cases, the FBI and FEMA will work in consultation with local, state, and other federal liaisons and agencies.

#### E. Command Structure

The Unified Command (UC) will incorporate multi-levels of response similar to the Incident Management System already functioning at the local level. Members of UC are jointly responsible for the development of objectives, priorities, and an overall strategy to effectively address the situation.



## F. Crisis Management - Unified Command

1. All agencies involved in emergency response in the field report to one Unified Command Post and follow one Incident Action Plan (IAP).
2. Factors determining agencies responding will be:
  - a. The terrorist tactics employed,
  - b. The challenges presented by the scope and nature of the incident,
  - c. The target group involved,
  - d. The response and recovery capabilities of the community impacted.
3. The Operations Section Chief, designated by the Unified Commander, will be responsible for the implementation of the Incident Action Plan. The designation of the Operations Section Chief is based on a variety of factors that may include such things as:
  - a. Existing statutory authority,
  - b. Which agency has the most involvement for that operational period,
  - c. The amount of resources involved,
  - d. Mutual knowledge of the individual's qualifications.

## G. Joint Operations Center:

The FBI Field Office responsible for the incident site can modify its Command Post to function as a Joint Operations Center (JOC). Selected local, state, and federal Consequence Management agencies may be requested to serve in three areas at the JOC:

1. Command Group (multi-agency),
2. Support Group (media – public information functions),
3. Consequence Management Group (liaisons).

## H. Consequence Management

1. As the terrorism event unfolds, local Emergency Management and the Nebraska Emergency Management Agency will each conduct operations at their respective Emergency Operations Centers. Procedures for coordination between local and state agencies will be maintained as in any other disaster.

2. Local representatives may be requested to serve in the Joint Operations Center structure as established by the FBI.

I. Technical Support

1. Once federal authorities have been notified of a suspected, threatened, or actual terrorist incident, both the FBI and FEMA can request federal agencies to support operations. These agencies/teams will be comprised of members who have the technical expertise to deal with a full range of terrorist tactics to include nuclear, biological, and chemical incidents.
  - a. The FBI may deploy a Domestic Emergency Support Team (DEST) to provide expert advice/assistance to the on-scene commander in the event of a major terrorism event.
  - b. FEMA can activate a Catastrophic Disaster Response Group (CDRG), rapidly deploy an Emergency Support Team (EST) to the scene, and/or request response of federal agencies that have been assigned duties under the functions of the Federal Response Plan.
2. Local and state specialized teams (i.e., hazardous materials, crime narcotics, gang, hostage, etc.) who have skills and equipment to support these operations will assist federal teams, as directed.

J. Preserving The Crime Scene

1. Because of the nature of terrorist acts involving a variety of tactics, law enforcement personnel will work with other responders to:
  - a. Preserve the crime scene while developing strategies to protect response personnel,
  - b. Carry out life-saving actions,
  - c. Implement necessary protective actions,
  - d. Define and contain the hazard.
2. First responders become potential witnesses, investigators, and sources of intelligence in support of the crime scene investigation. As such, they should be trained in looking at all incidents as a potential crime scene that may provide evidence in determining the cause of the event and in identifying the responsible parties. First responders will have to review and modify their response procedures to ensure that the crime scene can be preserved to the extent possible without compromising functional responsibilities or standards of service.

## K. Accessibility Policies

1. Once the life-saving activities and investigation of the crime scene are completed and the area is considered safe, the area will be made accessible to damage assessment teams, restoration teams, property owners, insurance adjusters, media, etc. However, access to the area may still be limited depending on the extent of damage sustained, general conditions of the area, and who is requesting access.
2. Accessibility and reentry policies will be developed in cooperation with the appropriate local, state, and federal officials. Policies will define:
  - a. Who will be given access to the damaged areas,
  - b. Any time restrictions regarding access,
  - c. Whether escorts will be necessary,
  - d. What protective equipment will be required, if any, to enter the area.
3. Methods to facilitate identification and accountability of emergency workers, media, property owners, insurance adjusters, etc. will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc. Security personnel will be responsible for enforcing these policies and procedures.
4. Areas on site that pose a potential hazard or risk will be identified and cordoned off with the appropriate isolation and warning devices.

## V. RESPONSIBILITIES

### A. Crisis Management:

There are Crisis Management procedures that are unique in responding to a terrorist act.

1. Law Enforcement, lead by the FBI is responsible for the definition of the perimeter, control of access to the area, investigation of the crime and the collection of physical evidence.
2. Fire Service is responsible for fire suppression, search and rescue and hazardous materials response to the level of their training and equipment. See Annex F.
3. Emergency Medical is responsible for triage, treatment and transport of victims. See Annex G.

4. Public Works is responsible for debris removal, utilities, and to aid in traffic management. See Annex K.

B. Consequence Management

Emergency Management is responsible for coordinating public information, damage assessment, sheltering, volunteer coordination, human services, and resource management.

VI. ADMINISTRATION AND LOGISTICS

A. Records

All agencies will maintain records of their expenses incurred in response and recovery activities to a terrorism event.

B. Training

Emergency Management training for response and recovery to terrorism is available to jurisdictions by contacting the Training Office at the Nebraska Emergency Management Agency in Lincoln.

C. Exercising

After the planning and training elements on counter-terrorism have been completed, an exercise addressing potential threats in the community should be conducted.

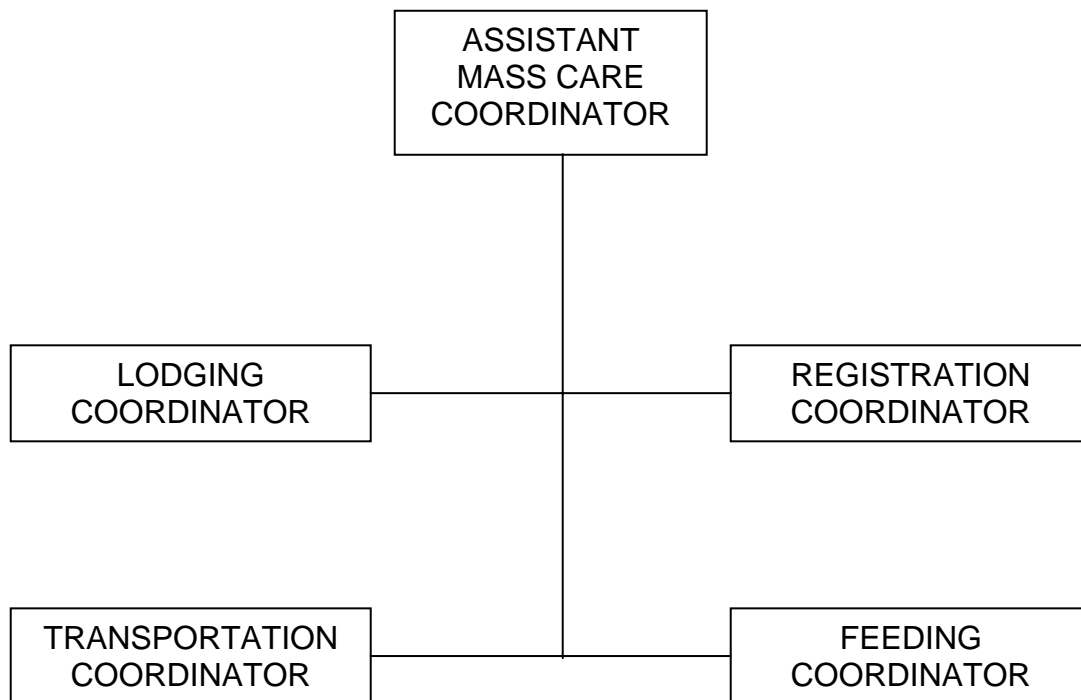
D. Annex Maintenance

The Clay County Emergency Management Director will be responsible for maintenance and improvement of this Appendix. The Appendix will be reviewed and updated as necessary but not less than annually.

## MASS CARE



## EMERGENCY MANAGEMENT ORGANIZATION



## MASS CARE

I. PURPOSE

The purpose of this Annex is to establish plans, procedures, policy and guidelines for the providing of temporary lodging, feeding, and general welfare of persons forced to leave their homes due to any kind of emergency, disaster or precautionary evacuation.

II. SITUATION

- A. The Clay County Emergency Management Director has identified numerous hazards that could cause an evacuation of some portion of Clay County. See Annex E. Although the county has a resident population of approximately 7,039 there is no conceivable hazard that would require mass care of the full population. The most likely scenarios range from a few families to as many as 1,500 persons displaced by a disaster.
- B. Transient populations, tourists or travelers, needing mass care could be motorists stranded due to a sudden blizzard or the overnight occupants of the nearly 40 motel/hotel beds should an accident or disaster cause their evacuation. Motel facilities are located along Highway 14 in Clay Center, Highway 6 in Sutton and C Street in Edgar.
- C. The Emergency Manager has identified buildings suitable to lodge or feed evacuees. See Attachment 1.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. The Mid Rivers Chapter in Hastings, of the American Red Cross (ARC) will coordinate with emergency management for mass care operations. Clay County and local government will support all mass care activities, particularly as the requirements become greater and the Red Cross nears its limit in resources.
- B. Other professional and volunteer organizations, which normally respond to disaster situations will do so.
- C. Assistance from outside the county through mutual aid agreements and from state and federal level emergency oriented agencies may be available.
- D. Facilities planned for mass care use will be available at the time of need. Lodging facility capacities are based on 40 - 60 square feet per space.

- E. Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters.
- F. Essential public and private services will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
- G. If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

#### IV. ORGANIZATION/RESPONSIBILITIES

The ultimate responsibility for the care of evacuees in Clay County rests with local governments. In most emergencies, some level of government support will be required. The appropriate City/Village Emergency Management Director with the support of the Clay County Emergency Management Director will act for their jurisdictions in coordinating mass care activities until the Red Cross can respond.

##### A. Emergency Management Directors

The Emergency Management Director or designee will be responsible for identifying appropriate lodging and feeding facilities, coordinating utilization of transportation resources, supporting registration of evacuees, and overseeing lodging and feeding operations. Depending on the magnitude of mass care requirements, the Emergency Management Director may appoint additional mass care staff.

##### B. Mid Rivers Chapter, Hastings, American Red Cross (ARC)

The Mid Rivers Chapter, Hastings, of the American Red Cross will coordinate with emergency management to carry out the Mass Care coordination function. The nature and scope of the emergency will determine specific actions to be taken by the Red Cross, but in any case, the Red Cross will be responsible for carrying out its mandated responsibilities as indicated in the Act of Congress, January 5, 1905, as amended, 36 U.S.C. The Red Cross will not assume responsibility for government functions but will support state and local government and will provide assistance to individuals and families as indicated and within the realm of existing Red Cross disaster relief policies. Red Cross will coordinate registration of evacuees, shelter, feeding and other support as the situation may indicate. The Red Cross will be responsible for only those costs committed by its authorized representative.

### C. Supporting Organizations

1. The Salvation Army and other disaster relief organizations may support mass care operations as provided for in their plans and procedures.
2. The USDA County Emergency Board (CEB) maintains a listing of food, feed, and seed facilities located within the county which may be of assistance for mass care operations.

## V. CONCEPT OF OPERATIONS

### A. American Red Cross Functions

The Mid Rivers Chapter, American Red Cross will manage lodging and mass feeding operations. They will work with the Emergency Management Director to ensure effective coordination of resources. Red Cross activities will be in accordance with the current ARC Disaster Guidelines and Procedures Series - ARC 3000.

1. Temporary Sheltering: when shelter facilities are opened by the Red Cross, it will be the responsibility of the Red Cross to maintain all functions and staffing according to Red Cross policy if possible. If they do not have the resources to handle all the necessary operations in sheltering, they will work with emergency management to coordinate these services. Some functions will be:
  - a. Provide shelter managers,
  - b. Select shelter sites in coordination with the Emergency Management Director and have a signed shelter agreement between ARC and the facility management, or between Clay County Emergency Management and the facility,
  - c. Provide food service,
  - d. Work with Emergency Medical Services, the Clay County Health Department and the South Heartland District Health Department to provide disaster health service. Services may include first aid, replacement of medication, immunizations, mental health services etc.,
  - e. Maintain records,
  - f. Staff Lodging,
  - g. Maintain Red Cross shelter identity,



- h. Maintain order,
  - i. Provide evacuee locator and welfare inquiry services,
  - j. Establish first aid stations in reception and care facilities, as necessary.
- 2. Feeding: as needed, meals and snacks will be provided to evacuees and workers through both mobile units and fixed feeding sites. Red Cross will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies. Some specific functions will be:
  - a. Select feeding sites in coordination with the Emergency Management Director,
  - b. Request health inspections through the South Heartland District Health Department,
  - c. Procure food and supplies,
  - d. Maintain records and reports,
  - e. Provide and maintain mobile feeding units.
- 3. Registration: the Red Cross will accomplish registration of evacuees, and as applicable, will share numbers with appropriate government agencies concerning those evacuees who are housed in Red Cross shelters.

#### B. Salvation Army Functions

The Salvation Army at Hastings may provide the following support during mass care operations.

- 1. Registration and identification of victims, missing persons services, locating individuals and answering inquiries from concerned relatives and families outside the disaster area.
- 2. Temporary shelter in the Hastings Salvation Army Citadel located on 2<sup>nd</sup> street with a capacity of 30 persons.
- 3. Mass feeding in Salvation Army temporary facilities assigned for that purpose.
- 4. Mobile feeding, hot meals or snacks, for disaster victims and emergency workers at the disaster scene.

### C. Lodging/Feeding Facilities

1. Facility List: a listing of available lodging/feeding facilities is contained in Attachment 1
2. Selection: the designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The best possible facilities will be selected from the list in Attachment 1 or from lists maintained by the Red Cross.
3. Agreements: The Emergency Management Director will obtain permission from owners to use other facilities as required.
4. Special Needs: selection and operations of temporary lodging facilities for institutionalized or special needs groups (nursing homes, hospitals, etc.) will be coordinated with those organizations to ensure the facilities are adequate.

### D. Implementation

1. Provisions of this plan concerning mass care will be implemented as soon as a need for temporary sheltering or feeding is noted. While a coordinated government/Red Cross decision is desirable, the Red Cross may independently activate their operations.
2. Preparedness Phase: communications will be established with all agencies. Essential personnel, including volunteers, will be alerted and required material resources (cots, blankets, food, etc.) located and prepositioned, if necessary.
2. Response Phase: In the event of a major disaster, actions for the reception of evacuees, including the opening the Registration Center and selected lodging/feeding facilities, will begin.

### E. Registration of Evacuees

Registration will be conducted at the designated lodging facilities in accordance with Red Cross procedures. If is necessary for shelters to be opened before the Red Cross is available to begin registration, local officials may make copies of the registration form, Attachment 2, to begin the process.

### F. Welfare Inquiries

The Red Cross may establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Local volunteer groups in Clay County will conduct welfare search missions. Welfare inquiry listings, along with registration

listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists.

G. Emergency Public Information

The American Red Cross and the Unified Command Group will coordinate with the Public Information Officer to ensure that the public is kept informed about location of mass care facilities, places of contact for missing relatives, and continued emergency services.

H. Resource Support

The Unified Command Group will determine transportation and other resource needs and Clay County Emergency Management will coordinate utilization of resources. The Emergency Management Director maintains a resource directory.

VI. ADMINISTRATION AND LOGISTICS

A. Records

The Red Cross will maintain records of all expenses incurred by their mass care activities. The Executive Group will ensure that adequate records of local government expenses are maintained.

B. Training

The Red Cross offers training in Shelter Operation Workshop and Disaster Welfare Inquiry Operations and will provide these trained persons for disaster operations when requested by the Clay County Emergency Management Director.

LIST OF ATTACHMENTS

<u>Attachment</u>	<u>Title</u>	<u>Page</u>
1	Listing Of Mass Care Facilities	I-8
2	Sample Registration Form	I-10

LISTING OF MASS CARE FACILITIES

Facility	Address	Lodging Capacity	Feeding Capability
<u>Clay Center</u>			
Clay Center School	200 Center Street	608*	608
Clay Center Christian Church	513 Alexander	309*	309
United Church of Christ	220 S. Alexander	145*	145
Zion Lutheran Church	206 Johnson	127*	127
Clay County Fair Grounds	Northwest Corner of town	150*	150

\* Handicapped Accessible

Total Capacity of listed facilities in Clay Center is: 1,339.

Edgar

Rosebrook Care Center	106 5 <sup>th</sup>	100*	100
American Legion	405 4 <sup>th</sup>	300*	300
Fire Hall	105 5 <sup>th</sup>	300*	300
Church of the Plains	407 C	105*	105
Christian Church	304 6 <sup>th</sup> Street	80*	80

Total Capacity of listed facilities in Edgar is: 885.

Fairfield

Sandy Creek School	30671 Highway 14	1000*	1500
Fairfield Auditorium	302 North D	250*	250
Public School Building	305 East 9 <sup>th</sup>	234*	
Community Church	601 North D	150*	150
Lutheran Church	205 East 4 <sup>th</sup>	50	50

Total Capacity of listed facilities in Fairfield is: 2,184.

Harvard

Harvard School	506 East North	700*	700
Harvard Community Room	128 N Harvard Ave	150*	150
First Methodist Church	420 N Harvard Street	96	96

Total Capacity of listed facilities in Harvard is: 946.

LISTING OF MASS CARE FACILITIES

Facility	Address	Lodging Capacity	Feeding Capability
<u>Sutton</u>			
Sutton Elementary and H.School	1107 N Saunders Ave	1500*	1500
Federated Church	407 N. Saunders	209*	209
Zion Lutheran Church	204 N Main Ave	175*	175
Emmanuel Reformed Church	110 S Way	162*	162
Hope Reformed Church	311 E. Hickory	200*	200
Sutton Christian Church	1004 East Ash	100*	100
Sutton Senior Center	206 South Saunders	200*	200

Total Capacity of listed facilities in Sutton is: 2,546.

Deweese

Our Lady of Assumption Church	South End of Parker Street	125*	125
Community Center	512 Lena Street	75*	75

Total Capacity of listed facilities in Deweese is: 200.

Glenvil

Auditorium	304 Winters	50*	50
Legion Club	409 Winters	100*	100
Immanuel Lutheran Church	501 Leroy Street	186*	186
Fire Hall	415 Winters	121*	121

Total Capacity of listed facilities in Glenvil is: 357.

Trumbull

Trumbull School	102 Miles Street	307*	307
Trumbull Christian Church	210 Courtland Street	101*	101

Total Capacity of listed facilities in Trumbull is: 408.

Total Capacity of listed facilities in Clay County: 8,865

\* Handicapped Accessible

^ Primary Choices For Feeding Facility

_____ Date In	<b>REGISTRATION FORM FOR EVACUEES ASSIGNED TO CONGREGATE CARE HOUSING/VOLUNTEER HOMES</b>	_____ Date Out
------------------	---	-------------------

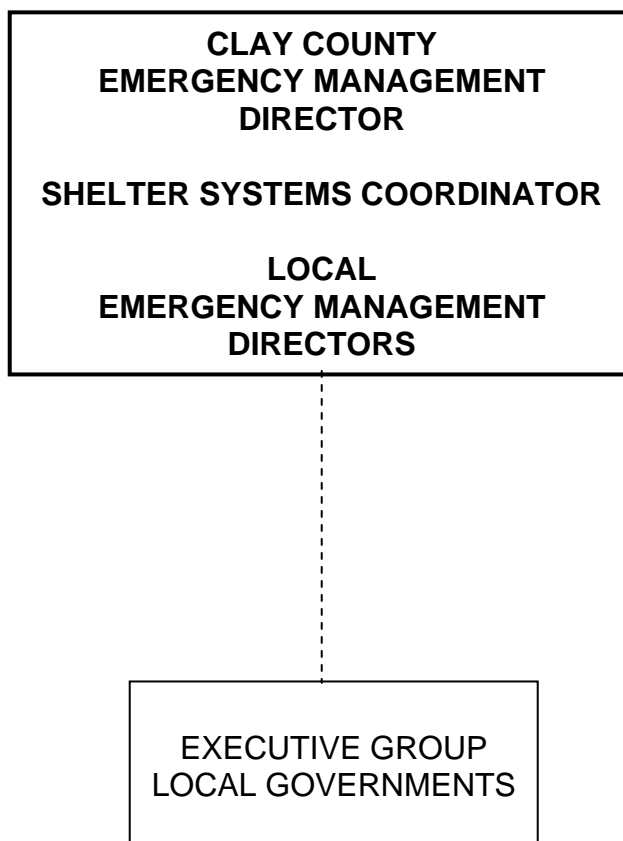
1 _____ (Name-Head of Household)	_____ (Age)	_____ (Sex)
2 _____ (Spouse)	_____ (Age)	_____ (Sex)
3 _____ (Family Member)	_____ (Age)	_____ (Sex)
4 _____ (Family Member)	_____ (Age)	_____ (Sex)
(Continue On Back If Needed)		
5 _____ (Home Address)	_____ (Telephone #)	
6 _____ (Special Physical/Medical Requirements)		
7 _____ (Assigned Housing)	8 _____ (Assigned Feeding)	
9 _____ (Volunteer Home-Name & Address)		
10 NOTIFY IN EMERGENCY	_____ (Address)	_____ (Telephone #)

_____ Date In	<b>REGISTRATION FORM FOR EVACUEES NOT HOUSED <del>IN CONGREGATE CARE HOUSING</del></b> (HOUSED WITH FRIENDS/RELATIVES/MOTELS/ETC.)	_____ Date Out
------------------	---	-------------------

1 _____ (Name-Head of Household)	_____ (Age)	_____ (Sex)
2 _____ (Spouse)	_____ (Age)	_____ (Sex)
3 _____ (Family Member)	_____ (Age)	_____ (Sex)
4 _____ (Family Member)	_____ (Age)	_____ (Sex)
(Continue On Back If Needed)		
5 _____ (Home Address)	_____ (Telephone #)	
6 _____ (Special Physical/Medical Requirements)		
7 _____ (Assigned Feeding-if Applicable)		
8 _____ (Name of Friend/Relative/Hotel)	_____ (Address)	_____ (Telephone #)
9 NOTIFY IN EMERGENCY	_____ (Address)	_____ (Telephone #)

## **PROTECTIVE SHELTER**



## PROTECTIVE SHELTER

### I. PURPOSE

The purpose of this Annex is to outline procedures necessary for the protective sheltering of Clay County citizens and transients if severe weather, nuclear crisis, or other hazardous events make it necessary.

### II. SITUATION

- A. Tornadoes are the most severe natural event impacting the county and its communities.
- B. A number of buildings in town, village and city have been identified as tornado shelters. (See Attachment 1.) These buildings are considered to have the best capability to provide protection and are located in areas easily accessible to the public and will generally be open during normal working hours.
- C. Although not specifically identified as tornado shelters, there are enough public buildings in the urban areas to provide protection for that segment of the public not at home when a tornado warning is received. These buildings will generally be open during daytime "working" hours.
- D. There are other natural phenomena identified in the hazard analysis, which, while posing a potential threat, would require minimal, if any, protective shelter.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. There will be sufficient warning and time for people to find shelter.
- B. Buildings identified as protective shelters will be available at the time of need.
- C. Severe weather protective actions will be short term, spontaneous, and consist primarily of a relatively small sector of the county residents seeking immediate shelter. Minimal governmental action will be required.

### IV. ORGANIZATION/RESPONSIBILITIES

#### A. Organization

Protective sheltering programs in the various communities may be carried out by the Clay County Emergency Management Director assisted by local Emergency Management Directors, fire departments, and ambulance personnel.



## B. Responsibilities

On-going shelter preparations activities include:

1. Inspection and selection of potential shelter sites.
2. Maintaining current listing of shelter facilities,
3. Maintain current listings of shelter resources needed (i.e., supplies, equipment, material, staff).

## V. CONCEPT OF OPERATIONS

### A. Tornado Warning

In providing protection from tornadoes or any other violent weather phenomena, these are the actions that should happen:

1. When the weather conditions that produce tornadoes are recognized, the National Weather Service will issue a tornado WATCH. If the WATCH area includes Clay County, or any portion of the county, that information will be transmitted to the public by weather alert radio, public radio and public television. During a tornado WATCH condition, people can continue their normal activities.
2. If a tornado is indicated by radar or actually sighted, then a tornado WARNING will be issued. The WARNING will include:
  - a. The location where the tornado has been sighted,
  - b. The tornado's general direction of movement,
  - c. A time span during which the tornado poses an actual threat.
3. When a tornado WARNING is issued, people in the threatened area should immediately seek shelter and remain there until the WARNING period has expired and no further WARNINGS have been issued. A WARNING period could be extended because:
  - a. The existing tornado may persist for a longer period than originally estimated, or
  - b. There may be additional sightings.

## B. Tornado Shelter Policies/Actions

The Clay County Emergency Management Director, in coordination with the National Weather Service at Hastings, will ensure that the public is made aware of the basic policies/actions they should use for protection. These policies/actions are:

1. People seeking shelter in public buildings will remain in the safest area of the building, generally the basement. If there is no basement, small span rooms close to the center of the building on the lowest floor will provide protection.
2. People outdoors on foot or in vehicles should immediately go to the nearest building that appears to be capable of providing protection.
3. People in homes should stay in the homes seeking shelter in the safest area. The basement usually offers the greatest protection. If there is no basement, a room in the center of the house, such as a bathroom, will provide the best protection.
4. Mobile homes, even those that are "tied down", provide practically no protection from extremely high winds and/or tornado activity. During a tornado WATCH or WARNING, mobile home residents at home should immediately take shelter in the nearest tornado shelter.
5. People living in rural areas should seek shelter in their homes or storm cellars if available.
6. People in vehicles should not try to outrun a tornado. Generally it is best to leave the vehicle and seek shelter in a ditch or culvert. If this is done, there is a need to be alert to the danger of flash flooding from the rainfall that usually accompanies tornado conditions. It is not safe to park under an interstate or highway underpass.
7. People congregated in large open area activities should, if during daytime, go to the nearest building area for protection, or, if at night, go to buildings that are open or to their homes.
8. Rural residents attending open area activities such as sporting events or the county fair should not attempt to drive home unless the direction of travel is absolutely certain to take them away from the known tornado area. Even then, severe weather phenomena usually accompanying a tornado condition could pose a severe driving hazard. Urban residents are encouraged to provide shelter in their homes if public buildings are not open.
9. At night, people in public buildings, such as theaters, restaurants, recreational facilities, auditoriums, and school should remain in the building and seek protection in what is thought to be the safest area of the building,

generally, a basement. If there is no basement, small span rooms close to the center of the building on the main floor will provide protection. Avoid large, wide span rooms, corridors with exterior doors, and rooms with many windows.

#### 10. Special Population Groups

- a. Schools: When schools are in session, school children, teachers, and staff should respond as directed by an existing school disaster/tornado plan. If there is no specific plan, teachers will gather the students in the most solid area of the school structure such as rest rooms or interior corridors without exterior openings. Do not use large span rooms such as auditoriums, gymnasiums, or corridors that do have exterior openings and rooms with windows. If the school structure does not have protective capability and time permits, school children should be moved to the nearest structure that would provide protection.
- b. Nursing homes: Ambulatory patients should be moved to the area of the building providing the best protection such as the basement or small span, interior rooms on the main floor. Use the best methods available to protect patients who cannot be moved.

#### C. Hazardous Materials Incident

In the event of a HazMat spill or accident, it is sometimes safer to keep affected citizens inside with doors and windows closed. A warning should be given to:

1. Move inside,
2. Close all doors, windows, dampers, fans,
3. Shut off all ventilation, heating and air conditioner systems,
4. Move to a small room and seal the door and windows with plastic and tape, and
5. Tune your radio to the EAS station and listen to the all alert radios activated by the National Weather Service of Hastings.

## VI. ADMINISTRATION AND LOGISTICS

### A. Administration

1. Public Tornado Shelter: The Clay County Emergency Management Director will maintain a current listing of identified shelters. The listing will be periodically reviewed to assure the continued availability and usability of

each facility planned for use and, in the event of change in owner, continued agreement for use of the facility. Where possible, tornado shelters are clearly marked.

2. Special Facilities: The Emergency Management Director may assist school officials, administrators of nursing homes, and directors of other special institutions in determining the safest area in their facility or, of the nearest protective facility. The Emergency Management Director may also aid in the development of a disaster plan for their facility.

#### B. Logistics

Records of supplies, materials, and equipment used will be maintained to assist in making a determination of resources remaining and to support requests for outside assistance (Reference: Annex L).

#### C. Training

The Emergency Management Director will encourage the development of training exercises and drills for the various public institutions. Upon request, the Director will conduct briefings and will advise and assist in developing emergency plans and conducting exercises (drills).

#### D. Public Education

The Clay County Emergency Management Director will provide to the public:

1. Periodic spot announcements on pertinent aspects of the protective shelter program.
2. Useful and current information should a protective shelter situation arises.

### LIST OF ATTACHMENTS

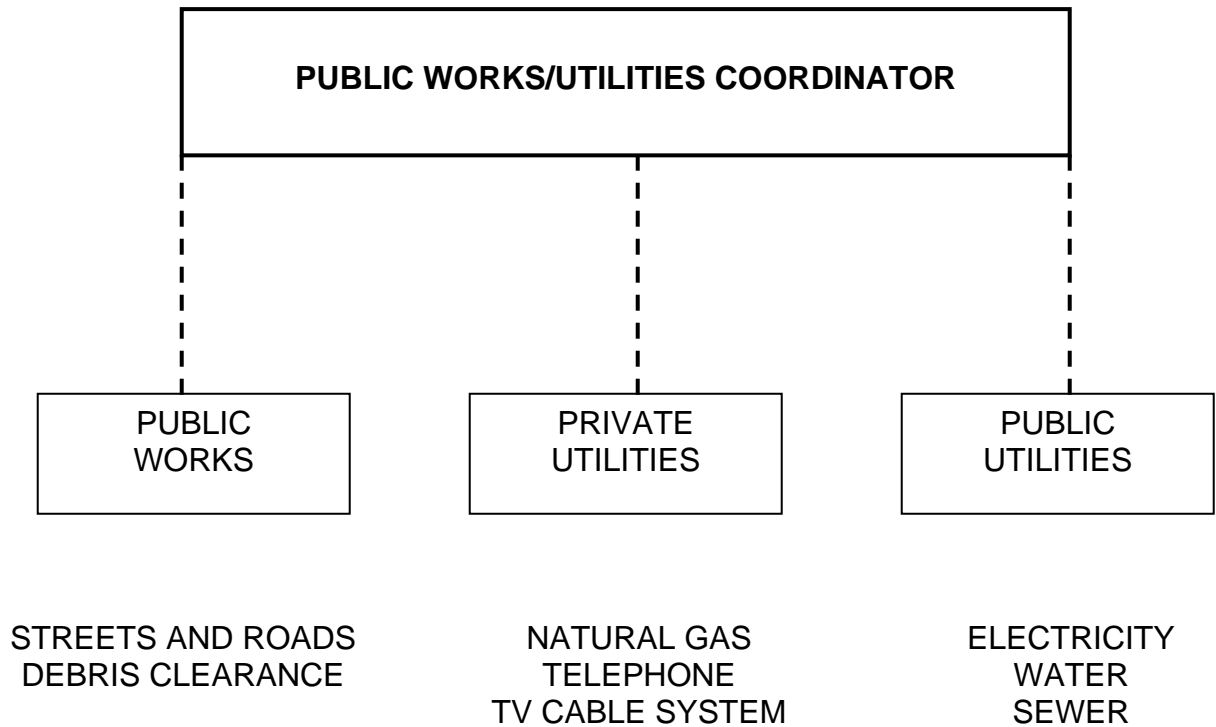
<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Tornado Shelters	J-7

TORNADO SHELTERS

<u>Name of Facility</u>	<u>Address/Location</u>	<u>Contact/Owner &amp; Phone#</u>
Clay County Sheriff's Office	104 E Edgar	Jeff Franklin 762-3528
Clay Center School	200 Center	Lee Sayer 762-3231
South Central Public Power	219 Fairfield	Merrill Duntz 762-3653
Clay County Extension Center	844 Road 313	_____
Clay County Mutual	208 W Fairfield	L. Wayne Johnosn 762-3860
Gym	306 C Street	Dick Kenley 224-5145
St. James Lutheran Church	302 3 <sup>rd</sup> Street	Carol Rose 224-4955
Church of the Plains	407 North C	Lisa Overturf 224-5905
Clay County Learning Center	305 East 9 <sup>th</sup>	Angie Morris 726-2153
City Auditorium	306 Winters	Gary Krull 771-2354
Library Basement	309 North Clay	Glenda Bell 772-7101
Sutton School	1107 North Saunders	Brad Cabrera 773-5569
Trumbull City Hall	Main Street	Paul Jensen 743-2272

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## PUBLIC WORKS / UTILITIES



----- COORDINATION

## PUBLIC WORKS/UTILITIES

### I. PURPOSE

The purpose of this Annex is to provide plans and procedures for:

- A. The continuation or restoration of those public services essential for basic human needs.
- B. Debris removal and restoration of public access.

### II. SITUATION

Clay County and its communities are subject to a number of natural and man-made hazards which could result in the disruption of public works/utility services to the population, limit the movement of portions of the resident population, or have a general deterring effect on the safety and welfare of the people.

### III. ASSUMPTION AND PLANNING FACTORS

- A. The continued operation of public works and utility services throughout Clay County is essential for effective and efficient response and recovery actions to any disaster situation.
- B. The primary responsibilities of both county and urban public works departments will be the restoration and maintenance of essential public services.
- C. Private utility companies will cooperate with government services.
- D. The County Road Department and each town's street department will maintain roads/streets in a condition to facilitate traffic movement.
- E. Assistance from outside the county will be available through mutual aid and other existing agreements.

### IV. ORGANIZATION/RESPONSIBILITIES

- A. The local public works superintendent or the Clay County Road Superintendent will serve as the Public Works/Utilities Coordinator. This Coordinator will be a member of the EOC staff for the purpose of collecting information and ensuring coordination among the Executive Group, various department heads, and government/private utilities.



- B. Each of the individual departments within the Public Works/Utilities function will be responsible for emergency/disaster operations within their normal operational areas. Specific disaster procedures will be outlined in departmental Standard Operating Guidelines (SOG).
- C. Each department will coordinate and manage their mutual aid support.
- D. Private utilities are responsible for restoration of their services.

V. CONCEPT OF OPERATIONS

Generally, department heads will continue to operate from their daily location, but their primary action during disaster operations will be to assess damage, then prioritize and restore interrupted services. The Public Works/Utilities Coordinator may work with each affected department head in coordinating recovery from the disaster. Public works will be part of Unified Incident Command when necessary and all actions will be coordinated through the Unified Command Group.

- A. Specific actions of the Public Works/Utilities Coordinator may include, but are not limited to:
  - 1. Coordinate with the head of affected organizations, both public and private.
  - 2. May assist departments in determining staging areas for incoming assistance and coordinating mutual aid support.
  - 3. Gather information on damage in the public works/utilities area:
    - a. Assess general damage in the public works/utilities area by obtaining damage reports from affected departments; present summary to the Executive Group at EOC briefings.
    - b. Ensure departments are documenting actual damage with photographs that can later be used for disaster assistance requests. Pictures of debris piles should also be taken before disposal of the debris; dimensions need to be included with the photos.
    - c. Alert departments to track disaster operation expenses. Examples of fiscal expenditures that should be recorded, fully detailed, and maintained are:
      - 1) Personnel costs, including:
        - a) Department employee overtime,
        - b) Additional help hired for disaster-related work.

- 2) Equipment:
  - a) Hours of actual use of department equipment in disaster operations,
  - b) Rental or lease equipment.
- 3) Materials and supplies, from stock or purchased, that are used in direct support of emergency operations and recovery actions.
- 4) Ad hoc contracts entered into for emergency operations and recovery actions.
- 5) Expenses incurred with the removal, transport, storage and disposal of debris.
4. Attachment 1 to this Annex lists the providers of public works and utilities services in each community in Clay County. If needed, the Public Works/Utilities Coordinator may work with department heads and the EOC in prioritizing restoration service.
5. In coordination with building inspectors, ensures that all affected structures, public and private, are inspected for safety and habitability.
6. Attend EOC briefings.
7. Departments under the various public works/utility functions that are not directly involved in disaster operations may be asked by the Public Works/Utilities Coordinator to provide support in restoration/recovery activities.

#### B. Restoration of Services

The Public Works/Utilities Coordinator will ensure that the following is accomplished, as applicable to disaster recovery:

1. Public Works
  - a. Roads and Street Departments
    - 1) Assess damage to streets and roads.
    - 2) May assist in establishing detour routings; provide barricades for traffic control.

- 3) Provide priority service/repair to roads and streets designated as primary evacuation routes or to those needed for emergency vehicle traffic for initial disaster response.
  - 4) Make emergency repairs, then permanent repairs on roads/streets, bridges, other structures.
  - 5) If weather conditions dictate, early implementation of existing snow removal plans will be accomplished. Planning for snow removal will include expanding snow removal activity to facilitate movement of vehicles supporting emergency operations.
- b. Debris Clearance and Trash Removal
- 1) Clear fallen debris from streets and roads.
  - 2) Remove debris from public and private property (as established by jurisdiction's policy) and transport to selected sites for disposal.
  - 3) Separate debris into hazardous materials, special and common waste piles. The Department of Environmental Quality can advise on separation and disposal methods.

## 2. Utilities

The Public Works/Utilities Coordinator will ensure timely restoration of interrupted community power, natural gas, water/sewer, and telephone service. This may include, but is not limited to, the following:

- a. Ensure utility repairs are made, as prioritized, to key facilities necessary for disaster operations.
  - b. Provide emergency power. Existing emergency power systems will be checked and refueled as needed during any disaster. Action will be taken to ensure that emergency power is available for at least the key facilities listed in Annex C, Attachment 1, if electricity cannot be restored to all of the community.
  - c. Provide adequate supplies of potable water and identify sources of additional supplies, if needed.
  - d. Help in time of setting up quarantine areas to limit access and regress.
- ## 3. Radioactive Material Incident/Accident

If trained in both radiological monitoring equipment operation and emergency response procedures, may provide support to the fire department during

containment or decontamination activity in the event of a radiological accident/incident.

4. Become Awareness Level trained in hazardous material so they can identify a hazard and alert appropriate personnel.

## VI. ADMINISTRATION, LOGISTICS, AND TRAINING

### A. Administration

A record of costs and expenses incurred in direct support of an emergency or disaster situation will be maintained to support subsequent reimbursement claims to State and Federal government.

### B. Training

The individuals responsible for disaster public works/utilities functions will participate in training exercises conducted for the Emergency Operations Center Staff.

### C. Plan Maintenance

1. The Public Works/Utilities Coordinator will be responsible for annually reviewing this Annex; this review may include input from each public works/utility department head. Revisions to this Annex will be submitted to the Emergency Management Director for inclusion in LEOP updates/revisions.
2. Public Works/Utilities Department supervisors will also be responsible for preparing and maintaining Standard Operating Guidelines (SOGs) for disaster operations within their respective department.

## LIST OF ATTACHMENTS

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1	Public Works/Utility Service Providers	K-7

## PUBLIC WORKS/UTILITY SERVICE PROVIDERS

Clay Center

- A. Electricity: South Central Public Power
- B. Natural gas: Kinder Morgan
- C. Water: City of Clay Center
- D. Sewage: City of Clay Center
- E. Phone: Alltel
- F. Streets: City of Clay Center
- G. Cable: Galaxy

Deweese

- A. Electricity: South Central PPD
- B. Natural gas: None: Propane Tanks
- C. Water: Village of Deweese
- D. Sewage: Village of Deweese
- E. Phone: Alltel
- F. Streets: Village of Deweese
- G. Cable: None

Edgar

- A. Electricity: City of Edgar  
South Central PPD
- B. Natural gas: Kinder Morgan
- C. Water: City of Edgar
- D. Sewage: City of Edgar
- E. Phone: Alltel
- F. Streets: City of Edgar
- G. Cable: Galaxy

Fairfield

- A. Electricity: South Central PPD
- B. Natural gas: Kinder Morgan
- C. Water: City of Fairfield
- D. Sewage: City of Fairfield
- E. Phone: Alltel
- F. Streets: City of Fairfield
- G. Cable: Galaxy

Glenvil

- A. Electricity: South Central PP
- B. Natural gas: Kinder Morgan
- C. Water: Village of Glenvil
- D. Sewage: Village of Glenvil
- E. Phone: Alltel
- F. Streets: Village of Glenvil
- G. Cable: Galaxy

Harvard

- A. Electricity: South Central PPD
- B. Natural gas: Kinder Morgan
- C. Water: City of Harvard
- D. Sewage: City of Harvard
- E. Phone: Alltel
- F. Streets: City of Harvard
- G. Cable: Galaxy Cable

Ong

- A. Electricity: South Central PP
- B. Natural gas: Kinder Morgan
- C. Water: Village of Ong
- D. Sewage: Village of Ong
- E. Phone: Alltel
- F. Streets: Clay County Roads
- G. Cable: none

Saronville

- A. Electricity: South Central PPD
- B. Natural gas:
- C. Water:
- D. Sewage:
- E. Phone:
- F. Streets:
- G. Cable:

PUBLIC WORKS/UTILITY SERVICE PROVIDERS  
(continued)

Sutton

A. Electricity: City of Sutton  
B. Natural gas: Kinder Morgan  
E. Water: City of Sutton  
E. Phone: Alltel  
F. Streets: City of Sutton  
G. Cable: Galaxy

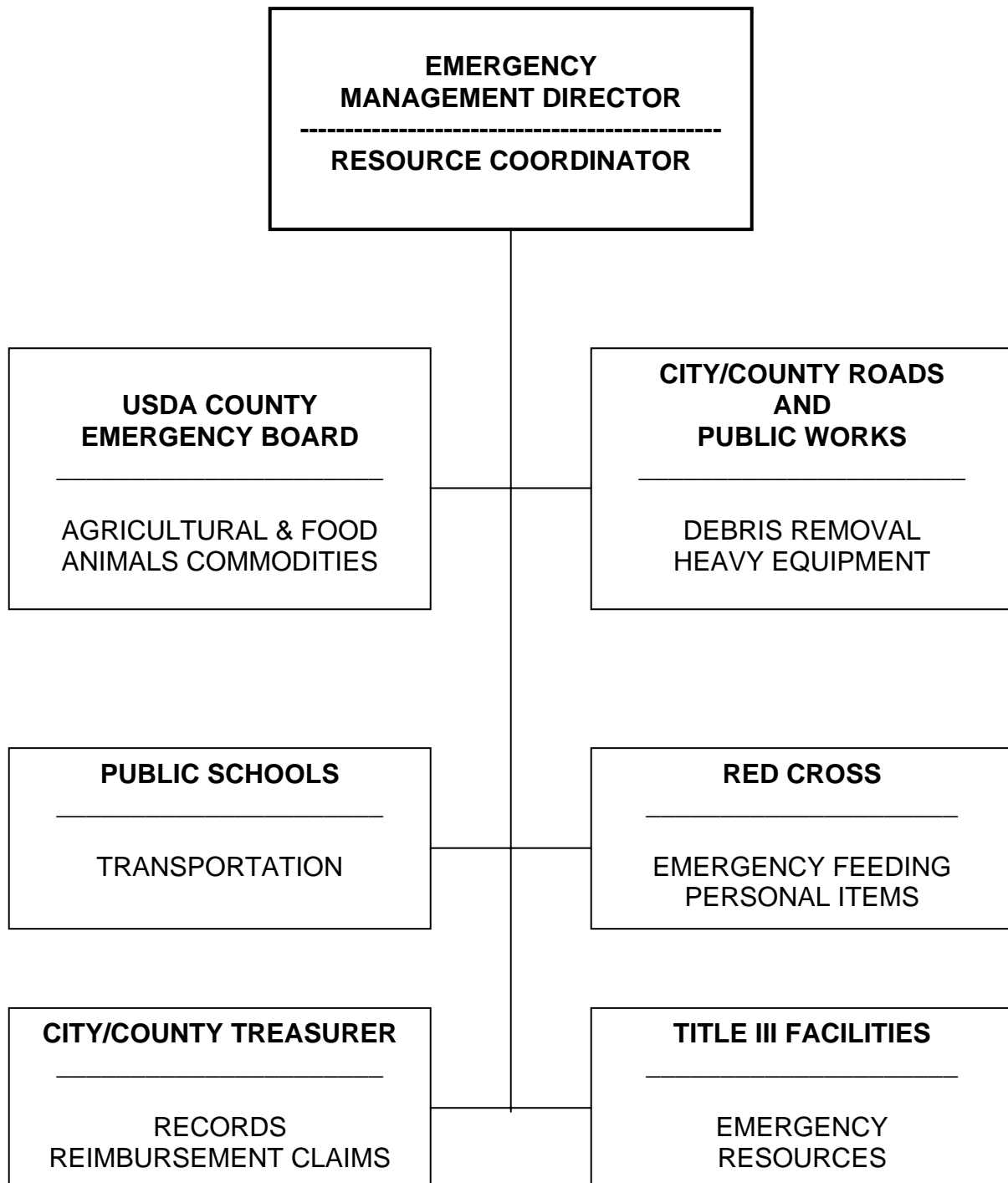
Trumbull

A. Electricity: Southern Power  
B. Natural gas: Kinder Morgan  
C. Water: Village of Trumbull  
E. Phone: Hamilton  
F. streets: Village of Trumbull  
G. Cable: Mid State Com.

Rural Clay County

A. Electricity: Southern Public Power/South Central PPD  
B. Natural gas:  
F. Water:  
G. Sewage:  
E. Phone:  
F. Streets:  
G. Cable:

## RESOURCE MANAGEMENT



## RESOURCE MANAGEMENT

### I. PURPOSE

To provide guidelines for the procurement, storage, control, and allocation of materials and equipment, and for the coordination of a volunteer labor force which could be required in the event of a disaster situation within Clay County.

### II. SITUATION

- A. The Clay County Hazard Analysis and Emergency Management Agency has identified a number of hazards which could occur and cause extensive damage to both public and private property requiring a coordinated management of resources within the County.
- B. Clay County, its communities, agencies, and businesses have sufficient resources to support activities associated with most emergency or disaster operations. The Clay County Emergency Management Agency maintains the resources lists.

### III. ASSUMPTIONS AND PLANNING FACTORS

- A. If the need arises, local government will assume control of and ensure appropriate and equitable distribution and use of existing resources. Rationing will be implemented, if necessary.
- B. County, cities, and villages will support resource actions as needed.
- C. Para-professional and volunteer agencies will provide resource support, equipment and manpower, within their capabilities.
- D. Each facility that reports under Title III requirements has an emergency response plan that lists their available emergency resources. This list may also be available at local fire departments. See Annex F, Appendix 1, Attachment 1.
- E. Assistance will be available from other counties through mutual aid agreements.
- F. Citizens within Clay County and neighboring areas will volunteer to support the recovery efforts following a disaster. Coordination of these volunteers will be assigned to a Volunteer Coordinator who will work with the Unified Command Group.



- G. Following a local declaration of emergency, support may be available through state emergency resources to supplement local deficiencies, critical requirements, and replacement of expended emergency resources.

#### IV. ORGANIZATION AND RESPONSIBILITIES

- A. Clay County Emergency Management is responsible for the overall Resource Management activities within the county and is a member of the Emergency Operating Center (EOC) Staff. As Resource Coordinator they will:
  - 1. Advise the Executive Group on current status and recommend actions to be taken (i.e., implementing emergency ordinances required for price controls, procuring equipment, rationing, etc.).
  - 2. Initiate and control actions needed to comply with the desires and decision of the Executive Group.
  - 3. Coordinate the actions of the various agencies, offices, groups, and individuals involved with utilization and control of local resources.
  - 4. Maintain an inventory of available resources and recommend to the Executive Group the most efficient use of existing/remaining resources.
  - 5. On direction of the Executive Group, assume direct control of resources identified as critical items to assure most efficient utilization.
- B. Because of the potential magnitude and complexity of the resource program, they may select a supporting staff.
- C. A Volunteer Coordinator may be named to work with them. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets. Guidelines for carrying out this responsibility are in Attachment 3 to this Annex.
- D. The various supervisors or department heads of local government agencies and private organizations will be responsible for managing the resources of their individual agencies/organizations when supporting overall disaster resource needs.
- E. The USDA County Emergency Board maintains an inventory of agricultural products and food animal resources and will act in an advisory capacity regarding availability, use and protection of these resources. This board can assist the Resource Coordinator in the management and requisition of needed materials and supplies.

- F. The County Roads Superintendent, City/Village Streets and Public Works Department will assist in the management and requisition of heavy equipment (trucks, earth moving equipment, etc.), dirt or sand, barricades, and in the coordination of debris removal. The Resource Coordinator will ensure that resource listings are prepared and maintained.
- G. Unless otherwise determined, equipment provided by the various agencies and private organizations will be maintained and parked in the "yards".
- H. The Unified Command Group will coordinate and management the needed public transportation resources (buses, handi-vans, etc.).
- I. The Facility Emergency Coordinator (FEC) of each Title III facility will coordinate the requisition and management of the facility owned emergency resources.
- J. The American Red Cross and Clay County Emergency Management will assume the lead role in providing for persons displaced from their homes due to an emergency or disaster. In accordance with established procedures, the Red Cross will procure the necessary food and personal care items needed.
- K. The County and/or City/Village Clerk's Office will assist Clay County Emergency Management in developing and implementing a system of records for evaluating status of resources and supplies and completing reports and procedures to verify and obtain reimbursement claims from local, state, and federal governments.

## V. CONCEPT OF OPERATIONS

The accomplishment of resource management will require full support from governmental and private sectors. Some resource categories and local sources are:

- A. Food products will be obtained from local food retail and wholesale sources.
- B. Manual labor materials and hardware items will be obtained from local hardware stores and lumberyards.
- C. Transportation needs will primarily be obtained from the schools of Clay County. The transportation resource listing is maintained by Clay County Emergency Management, see Attachment 1. The first priority for transportation is to support the evacuation of school children and citizens without private vehicles, including hospitals and nursing home patients. Some specific transportation considerations are:
  - 1. Specialized transportation: includes alternate vehicles for use as ambulances or handi-buses.
  - 2. Public transportation: includes buses to support an evacuation.

3. Movement of supplies and materials: includes tractor-trailers, vans, pickups, and trucks.
- D. All vehicles designated as essential to emergency operations will be serviced by local government during the actual operational period. Disaster related costs should be documented.
- E. Manpower requirements will be obtained through local government and private agency's utilization of their own personal resources, volunteer agencies, fraternal and social organizations, and job service sources. Private citizens wishing to volunteer will register with the Unified Command Representative assigned to this task. Procedures for managing a volunteer work force are discussed in Attachment 3 to this Annex.
- F. Heavy equipment resources will come primarily from government agencies such as the Clay County Roads Department. Additional assistance may be requested from the State Department of Roads. Also, heavy equipment could be contracted from construction firms and private contractors, if required. See Attachment 2 for a listing of heavy equipment resources.

## VI. ADMINISTRATION AND LOGISTICS

- A. The County, City/Village Clerks will maintain official records and accounting of materials and supplies used and funds expended in support of emergency operations for possible reimbursements by local, state, or federal governments. All department heads will maintain appropriate records regarding specific contracts, contractual agreements, employee overtime, and equipment operating costs.
- B. The Clay County Emergency Manager will review this Annex annually.

### LIST OF ATTACHMENTS

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2	Heavy Equipment Resources	L-7
3	Procedures For Volunteer Coordination	L-8

## TRANSPORTATION RESOURCES

AVAILABLE BUSES/VANS

<u>Organization, Contact Name</u>	<u>Phone</u>	<u>Number of Buses/ Capacity (*with lift)</u>	<u>Number of Vans/ Capacity (*with lift)</u>
Clay Center School	762-3561	2 with capacity 47 & 56*	1 with cap of 7*
Harvard Public School	772-2171	2 with capacity of 59 & 54	
Harvard Rest Haven	772-7591		2 with cap of 6-10*
Rosebrook Nursing Home	224-5015		1 with cap of 10*
Sutton Public School	773-4423	4 @ 59 capacity and 3 @ 53	4 with capacity of 9*
Sutton Community Home	773-5557		1 with capacity of 9*
Sandy Creek Schools	726-2151	12 buses with cap. 59	6 vans 9 cap. 2 with lift*

Clay County Totals

TOTAL BUSES	23
TOTAL VANS	15
TOTAL CAPACITY	1,319

## HEAVY EQUIPMENT RESOURCES

<u>Company</u>	<u>Contact/Address</u>	<u>Phone</u>	<u>Types, # of Equipment</u>
Clay County Highway Dept.	Pete Dykema	726-3532	Graders, loaders, crane, dump trucks, misc.
City of Clay Center	Jack Byrkit	762-3356	Tractor, loader, grader, Dump truck, excavation
Nebraska Dept. of Roads	Myron Petr Sutton & Hwy 6 and Rd A		Tractors, loaders, graders, Dump trucks, etc.
City of Edgar	Dick Kenley	224-5145	Tractor, loader, grader, Dump truck
City of Fairfield	Joe Svoboda	726-2478	Tractor, loader, grader, Dump truck
Village of Glenvil	Gary Krull	771-2354	Tractor, loader, grader, Dump truck
City of Harvard	Glenda Bell	772-7101	Tractor, 2 loaders, grader, 2 dump trucks, crawler tractor
Village of Ong	Gene Andersen	224-1363	Tractor
City of Sutton	Kevin Finnegan	773-4225	2 Tractors, 2 loaders, Grader, 2 dump trucks, Trash pump
Village of Trumbull	Don Ott	743-2273	Tractor
Deweese Sand and Gravel	Dan Hansen	2622-2331	Loader, blades, dump Trucks, light plant, Generators, dozers
Van Kirk Brothers	Jim Van Kirk	773-5250	All heavy equipment types
Lloyd Dana Cont.	Lloyd Dana	726-2242	Crawler cat
Cuba Excavating & Trucking	Junior Cuba	771-2183	Loader, trucks, etc.
Sutton Coop	Larry T. Nuss	773-5531	Loader, tractor

## PROCEDURES FOR VOLUNTEER COORDINATION

- I. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets.
  - A. The Volunteer Coordinator will work with the Resources Coordinator.
  - B. Dependent upon the situation, the Volunteer Coordinator may need an additional three to five people to carry out the responsibilities of this function.
- II. Procedures and responsibilities of volunteer coordination:
  - A. The Resources Coordinator will receive the requests for assistance in priority order from the EOC.
  - B. Volunteers will register at a location designated by the Resources Coordinator and/or the Volunteer Coordinator. This information will be given to the EOC.
  - C. The Resources Coordinator will work with the Public Information Officer in coordinating public announcements concerning the location where volunteers will register as well as any other necessary information regarding this effort.
  - D. Registration of volunteers should include:
    1. A registration card (pre-printed, if possible) with:
      - a. Name
      - b. Individual or organization represented
      - c. Equipment assets available, special training or skills
      - d. Supervisor or name/phone number for notification if there is an emergency
    2. Being assigned work appropriate to capability and possible equipment assets of the volunteer,
    3. Signing a liability statement before receiving a work assignment,
    4. Giving the volunteer a pass/identification card to the disaster area. It is recommended these cards be reissued daily.
  - E. In registering the volunteers, the Volunteer Coordinator must ensure that volunteers return to the registration desk after completing their work assignment to notify the Coordinator that the work has, in fact, been completed. If volunteers wish to continue working, they will receive a new assignment.
  - F. The Volunteer Coordinator will update the Resources Coordinator frequently on:
    1. Personnel and equipment being volunteered,
    2. Work being accomplished in the disaster area.